

3. BORROWER POLICY

3.1 Purpose

The purpose of the Borrower Policy is to establish guidelines for the registration of library patrons. The library is committed to providing excellent services and high-quality resources to the residents of Wasatch County. To fulfill this commitment, the library issues library cards free of charge to residents of Wasatch County, which is the area taxed for support of the library.

3.1.1 Confidentiality

The library upholds the patron's right to privacy and confidentiality with respect to information sought or received and resources consulted or borrowed. Therefore, library records which link a patron's name with resources in the library shall be treated as confidential. Such records may be disclosed in the following instance:

- When necessary for the reasonable operation of the library
- Upon written consent of the user
- Pursuant to subpoena, upon court order, or when otherwise required by law

3.2 Library Cards

3.2.1 Individual Library Cards

Individuals may have only one card at a time.

3.2.2 Library Card Types

Patrons of the Wasatch County Library have 5 types of cards to choose from. Each type of card have different purposes as follows:

Card Type	Total Items Out at a Time	Limits
Expanded	30	7 DVDs, 7 Playaways, 3 Launchpads
Basic	10	7 DVDs, 7 Playaways, 3 Launchpads
Visitor	3	3 DVDs, 3 Playaways, 3 Launchpads
Institutional	30	7 DVDs, 7 Playaways, 3 Launchpads
Internet Access	0 (None)	Only valid for Internet access

3.2.3 Expanded Card

Patrons with an Expanded Card may check out or have in their account up to 30 items at a time. There is a limit of 7 DVDs, 7 Playaways, and 3 Launchpads. Internet access at the library is granted. Access to premium online resources is granted.

3.2.4 Basic Card

Patrons with a Basic Card may check out or have in their account up to 7 items at a time. There is a limit of 7 DVDs, 7 Playaways, and 3 Launchpads. Internet access at the library is granted. Access to premium online resources is granted.

3.2.5 Visitor Card

Patrons with a Visitor Card may check out or have in their account up to 3 items at a time. There is a limit of 3 DVDs, 3 Playaways, and 3 Launchpads. Internet access at the library is granted. Access to premium online resources is granted.

3.2.6 Institutional Card

Businesses, nonprofit organizations, and government agencies within Wasatch County may apply for an Institutional Card. Organizations outside of Wasatch County may apply for an Institutional Card by paying the nonresident fee. The limits on the number of items and the checkout periods may be adjusted on a case-by-case basis at the discretion of library staff. Internet access at the library is granted. Access to premium online resources is granted.

3.2.7 Internet Access Card

Internet Access Cards provide access to the library's public computers and have no circulating privileges. There are no fees or residency requirements to obtain an Internet Access Card. Internet Access Cards expire after one year but may be renewed as needed.

3.3 Applying for Library Cards

Individuals 18 years of age and older may apply for a library card by presenting a government-issued photo identification (ID) and proof of residence within Wasatch County. There is no application form.

Children under 18 years of age may obtain a library card by having a parent or legal guardian present. The parent or legal guardian agrees to be the guarantor and provides the necessary forms of identification.

If a child desiring a library card is not accompanied by a parent or legal guardian, library staff will send an application home with the child for the parent's or legal guardian's identification information and signature. Children returning with a completed application, but without a parent or legal guardian present, may be issued a Basic Card. The child must be present to obtain the card. When the parent or legal guardian comes into the library with the child to present both forms of identification, they may choose between a Basic Card and an Expanded Card.

3.3.1 Library Cards for Non-County Residents

Individuals residing outside of Wasatch County may apply for a library card by paying the non-county resident fee of \$50 per year or \$5 per month.

3.4 Especial Circumstances

3.4.1 Wasatch County School District Students

A child under the age of 18 who does not live in Wasatch County but is currently attending a school in the Wasatch County School District, may apply for a Basic Library card following the policy 3.3. Applying for Library Cards.

3.4.2 Children in Foster Care

The library recognizes the unique circumstances of children in the foster care system and the importance of extending borrowing privileges to these children without placing an undue burden on their foster parents. Children in foster care may receive a Basic Card without requiring that foster parents assume

financial liability. To receive this benefit, foster parents must provide documentation verifying the minor's status as a foster child. Foster parents are permitted to know what items are checked out on their foster child's card and should make every effort to return materials to the library on time. Foster parents should not use the card for their personal use. The library assumes financial liability for any fines or charges and reserves the right to limit or temporarily suspend borrowing privileges if excessive charges are accrued by an individual.

3.4.3 Wasatch County Property Owners

Wasatch County property owners who are not residents may obtain a library card by providing proof of personal ownership, such as a current tax bill, in addition to acceptable evidence of identity and residence as defined in policy 3.3. The card will expire on the same month and day of the following year. To renew their card, patrons must bring in the current tax bill each year.

3.4.4 Wasatch County Business Owners

Wasatch County business owners who are not city residents may obtain an individual library card by providing proof of personal business ownership within Wasatch County, such as a current business or operating license, in addition to acceptable evidence of identity and residence as defined in in policy 3.3. The card will expire on the same month and day of the following year. To renew their card, patrons must bring their current business or operating license each year.

3.4.5 Individuals with Temporary Addresses

Patrons in a temporary residence such as a motel, hotel, shelter, half-way house, or other nonpermanent residence may apply for a Basic Card with a 4 week expiration date if they present evidence of identity consistent with policy 3.3. General Delivery is not accepted as an address. Patrons who are without a permanent residence when the card expires will be granted an extension of borrowing privileges upon request.

3.4.6 Visitor Cards

Patrons visiting Wasatch County and staying temporarily in a family or friend's residence, a motel, hotel, or campground may apply for a Visitor Card with a 4 week expiration date by presenting evidence of identity consistent with policy 3.3, evidence of temporary residence, and by paying the nonresident fee consistent with policy 3.3.1.

3.4.7 Institutional Cards

Businesses, nonprofit organizations, and government agencies within Wasatch County may apply for an Institutional Card by filling out the *Institutional Library Card Agreement* form and presenting a letter from the Director, Principal, or Head of the institution acknowledging the request. These groups agree to be responsible for all items checked out by anyone using the Institutional Card and all charges incurred until written notice of loss or theft is received by the library. Organizations outside of Wasatch County may apply for an Institutional Card by paying the nonresident fee. The Institutional Card must be renewed annually.

3.5 Borrower Responsibilities

Staff will verbally explain the privileges and responsibilities of the library card. This will include what to do about name, address, and telephone number changes and what to do if the card is lost. Staff will explain that all items checked out on the card are the cardholder's responsibility until notice of loss, theft, or misuse of the card is officially received by the Library. Accepting a library card means agreeing to obey the rules and regulations of library and accepting responsibility for all charges incurred. A parent or legal guardian receiving a card for a minor is giving

their child consent to check out any circulating materials. The reading, viewing, and listening activities of children is the responsibility of their parents or legal guardians, who ultimately guide and oversee their own child's development. Possession and use of a library card signifies an agreement to be bound by policies and procedures of the library.

3.6 Renewing an Expired Card

To renew an expired card, the patron must present the library card and current proof of residence in Wasatch County in accordance with policies 3.2 and 3.3.

3.7 Replacement Cards

Replacement of worn or lost library cards is normally done without assessing any charge. However, a \$2.00 replacement fee may be charged at the discretion of library staff when the pattern of loss warrants a charge.

3.8 Reciprocal Borrowing

The Wasatch County Library may enter into special agreements of service with other libraries in Utah in order to facilitate the exchange of resources and enhance access to library materials for the residents of Wasatch County.

3.9 Institutional Library Card Agreement Form

DATE OF APPLICATION
NAME OF INSTITUTION
ADDRESS
CITY, STATE, ZIP
NAME OF DIRECTOR, PRINCIPAL OR HEAD OF THE INSTITUTION
PRIMARY CONTACT FOR INSTUTIONAL LIBRARY CARD
PHONE OF PRIMARY CONTACT
EMAIL OF PRIMARY CONTACT
SECONDARY CONTACT FOR INSTUTIONAL LIBRARY CARD
PHONE OF SECONDARY CONTACT
EMAIL OF SECONDARY CONTACT
TYPE OF INSTITUTION: <input type="checkbox"/> Government Agency <input type="checkbox"/> Non-Profit Organization <input type="checkbox"/> Business
DESCRIPTION OF INSTITUTION'S MISSION, GOALS, ACTIVITIES
ACCEPTANCE OF RESPONSIBILITY <ul style="list-style-type: none"> • The Institution will be responsible for all materials checked out on this card, including materials checked out by others with or without the consent of the Institution, unless the card has been reported lost. • The Institution will report a lost or stolen card, or any change of information (name of contacts, address, phone, email) immediately. • The Institution understands that the library provides access to a broad range of materials and that it is the responsibility of the user of this card to judge for themselves what resources are appropriate for their use. • The Institution understands that abuse of this card may result in the termination of all borrowing privileges. • The users of this card will comply with all library rules and policies.
SIGNATURE & DATE

FOR LIBRARY USE	<input type="checkbox"/> Approved <input type="checkbox"/> Denied	Renewal Date:
	Date Received:	Reviewed By:

APPROVED and ADOPTED by WASATCH COUNTY LIBRARY BOARD the _____