



Pima County Public Library

www.library.pima.gov

Circulation of Library Materials Policy

Purpose:

To outline the conditions for obtaining a library card and the privileges and responsibilities associated with the use of a library card for borrowing materials and accessing services.

Policy:

Types of Library Cards: A library card will be provided free of charge to any person who wishes to borrow library materials, access remote databases or use library computers. The type of service available will depend upon the applicant's residency and age.

Pima County Resident Card: Issued to Pima County residents who apply in person and present the required identification. This card allows the holder to borrow library materials, access remote databases and to reserve and use the library's computers. The holder of a Pima County Resident Card may check out up to 25 items and place up to 15 items on reserve at any one time and request interlibrary loans.

Arizona Resident Card: Issued to Arizona residents, who do not live in Pima County, that apply in person and present the required identification. This card allows the holder to borrow library materials and access some remote databases. The holder of an Arizona Resident Card may check out up to 25 items and place up to five (5) items on reserve at any one time. The holder of an Arizona Resident Card may elect to pay an annual fee that will allow that card holder to place up to 15 items on reserve at any one time.

Visitor Card: Issued to people whose primary residence is not in Arizona or who only have a General Delivery Address. This card allows the holder to reserve and use public computers in the library. The holder of a Visitor Card may check out no more than two (2) items and place no more than two (2) items on reserve at any one time.

Computer Use Card: Issued to people without photo identification. This card allows the holder to reserve, use and print from public computers in the library.

Minor Library Card: Issued to minors under the age of 18 when the minor's parent or guardian has not signed a parental notification form accepting financial responsibility for the minor library card. This card allows the holder to use library materials, access remote databases and reserve and use the library's filtered computer services. If the holder of the Minor Library Card is under the age of 13, no more than two (2) items may be checked out and no more than two (2) items may be placed on reserve at any one time. If the holder of the Minor Library Card is 13 or older, no more than five (5) items may be checked out and no more than five (5) items may be placed on reserve at any one time.

Linked Library Cards: Upon presentation of required identification by all card holders, the library cards of a designated group of library customers may be linked. The linked cards allow members to check out reserved items for other group members. Linked card holders may also access check out and account balance information of any other member of the linked group at any customer service desk.

Pima County Residential Care Facility Card: Issued to licensed Residential Care Facilities in Pima County for use by their residents to borrow materials on a group library card. This card allows the residential care facility to borrow and reserve materials. Fines are waived when materials are returned within 30 days of due date. The holder of a Pima County Residential Care Facility Card may check out up to 25 items and place up to 15 items on reserve at any one time.

Database Access "Card" Database Access Code issued to residents of Pima County who do not have a Pima County Resident library card. Application and issue of the code is done via the Internet. This access code allows the holder to access on-line databases and electronic resources only.

Obtaining a Library Card: An individual may apply for a library card in person at any Pima County library. Valid picture identification 1 may be required. Only one card is allowed per individual.

To obtain a **Pima County Resident or Arizona Resident Card**, adults and emancipated minors applying at any library in person must provide a valid picture identification and proof of current residence.

To obtain a **Pima County Resident or Arizona Resident Card** for a minor the parent or guardian must apply in person and provide a valid, government-issued picture identification and proof of current residence. (When approved by the library, the parent or guardian may apply for the minor card by completing and signing a Library Card application through the child's school.) The parent or guardian must agree to be financially responsible for items checked out to the minor. The application for a library card for a minor serves as the parent's or guardian's acknowledgement that he or she will guide the selection of materials and Internet usage of the minor.

To obtain a **Visitor Card** a person must apply in person and provide valid picture identification and proof of current residence address.

To obtain a **Minor Library Card**, minors applying in person without a parent or guardian must know their personal information to mail their library card. The parent or guardian will be notified if a card is issued.

Each adult who wishes to have **Linked Library Card** benefits must make a

request in person and provide valid, picture identification. A parent or guardian may request that their minor's library card be linked to their card without the child being present, if the child is under 13 years of age. A minor may not have a linked card with anyone other than the responsible parent or guardian. Links will be removed at any time, upon request of any linked group member.

To obtain a **Database Access "Card"**, a person may apply via the Internet by completing an on-line application.

Cardholders may upgrade their Database Access "Card" or Minor Library Card at anytime by providing the required identification at any Pima County library.

Borrower Responsibilities:

- To borrow materials, the customer must present his or her library card. Or, if the customer has an active library card, but does not have the library card when at the library, the customer may check-out materials by showing a current driver's license or other valid picture identification.
- The customer is responsible for the return of all materials checked out with his or her card.
- The customer will be held financially responsible for any fines and fees associated with his or her library card use.
- The customer must notify the library immediately if his or her library card is stolen or lost.
- The customer must notify the library of any change in address, phone number or e-mail address.
- The parent or guardian of a minor with a Pima County, Arizona, or Visitor Library Card is responsible for the fines or fees associated with the minor's library card and for the return of all materials checked out by the minor. -
- The parent or guardian of a minor with a Pima County, Arizona, or Visitor Library Card must notify the library immediately if the minor card is stolen or lost.
- The parent or guardian of a minor with a Pima County, Arizona, or Visitor Library Card must notify the library of any change in address, phone number or e-mail address.
- A parent/guardian of a minor is responsible for guiding his or her minor's Internet use and selection of library materials. Library staff is not responsible for a minor's selection and use of any materials or for the content or appropriateness of any materials accessed on the Internet by a minor.

Loss of Borrowing Privileges: Materials will not be checked out to a customer under any of the following circumstances:

- The customer's borrowing limit of items has been reached.
- The customer's accumulated fines & fees are more than \$5.00.
- The customer's library privileges have been suspended.

Loan Periods: Most library materials may be checked out for three weeks.

Renewals: Most materials may be renewed four times, unless someone else has reserved the item. High demand items may not be renewed.

Fines and Fees: A customer will be assessed overdue fines according to the Fines and Fees Schedule. The first three days materials are overdue is called the "grace period". If materials are returned during the grace period, fines will not be assessed. After the expiration of the grace period, fines will be charged from the original due date.

Fines for overdue materials may be waived under certain extenuating circumstances as further described in the Fines and Fees Schedule.

If an item is lost or damaged, the customer may either replace the item or pay the replacement fee established by the Library. If the customer chooses to replace the item, the replacement must be the same item in the same format and it must be in good condition.

Book Bucks: Youth owing fines for overdue materials may earn "Book Bucks" to payoff fines. "Book Bucks" may not be used to pay for lost materials or collection agency fees. Each year the Library will set a cap on the amount of "Book Bucks" that will be no more than 5% of projected revenues from Fines and Fees.

Lost or Stolen Library Cards: The library card holder (or the parent or guardian of a minor library card holder) will be held responsible for all materials, fines and fees unless and until he or she reports the loss or theft to the library and/or provides a police report regarding the theft. When the library is provided with notification of the loss or theft, fees and fines may be waived. Once the library is notified the library privileges on the card will be blocked to prevent subsequent use of the card.

Library Notification: The library will attempt to notify customers when reserved material is ready for pick up.

The library will attempt to notify customers when checked out materials are overdue. If the items are not returned, the customer will receive a bill for the replacement cost of the item(s) and any other fines and charges due and owing. A customer may review a list of the items he or she has checked out or has on reserve along with any fines or fees due and owing on the library's website.

A parent or legal guardian may request notification of overdue information on his or her minor's library card, if the parent has the minor's card or the parent has photo identification and verifies the minor's information on file with the library.

Collection Agency: The accounts of customers that owe at least \$50.00 in overdue fines and fees for at least 50 days will be referred to a collection agency. Upon such referral an additional collection fee of \$10 will be assessed to the customer account.

The collection agency may refer customers that continue to owe \$50.00 or more to a credit bureau.

If a customer sets up and maintains a payment plan with the library, the collection agency activities will be suspended until payment is complete. However, the \$10.00 collection agency fee will not be waived.

Interlibrary Loan: The Pima County Public Library participates in interlibrary loan

networks for the sharing of library materials. The lending library has the sole discretion to determine whether to loan an original or a copy of the requested materials. In most cases, unless the lending library indicates otherwise, interlibrary loan items may be checked out for three weeks and may not be renewed.

Interlibrary loan service is provided only to Pima County Resident Card holders with current borrowing privileges. Customers may have up to six interlibrary loan requests pending at one time.

Fees charged by the loaning library for copying or shipping items will be charged to the customer requesting the item. Customers will be notified of the estimated cost of the interlibrary loan, and must pay the same, prior to processing the request. If the actual cost exceeds the estimated cost, the customer must pay the difference. The customer will be responsible for late fines or fees for lost or damaged items at the rates or charges assessed by the loaning library.

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