

Basalt Regional Library District

Library Services Policy

Board Policy

It is the policy of the Basalt Regional Library District's Board of Trustees to serve our taxpayers by providing relevant services.

Administrative Policy

In order to accomplish our mission to be a resource center providing collections, services, technologies, programs and information for our community and visitors, the Basalt Regional Library District will strive to protect our community's investment while providing a variety of services.

Procedures

Basalt Regional Library will be open no fewer than 51 hours each week, excluding holidays and regular closings, and will provide relevant library services.

DEFINITIONS OF PATRONS

In-District patrons reside within the Basalt Regional Library District. District boundaries are illustrated on the attached district map. Patrons need to show government issued photo ID and proof of their physical address.

Out-of-District Colorado patrons do not reside within the Basalt Regional Library District but have a physical residence in the state of Colorado. Patrons must show government issued photo ID and a Colorado state library card or proof of their physical address.

Temporary Patrons do not permanently reside in Colorado but have a local contact address. They must show government issued ID and provide a local address. Temporary patrons may have a maximum of five items checked out at any one time.

Guests are visitors who wish to use a public computer but do not have a Basalt Library card. They may purchase a computer guest pass/login code at a rate of \$2.00 per hour. Guests may also use the Library's materials and wireless internet (on their personal laptop) within the Library at no charge.

HOW TO GET A LIBRARY CARD

Step 1. Anyone wishing to apply for a library card must complete an application and show a government issued photo ID such as:

- Driver's license
- Student ID
- Passport
- Permanent Resident card
- DMV issued ID card

Patrons 17 years and younger must be accompanied by a parent, guardian, or adult who will be responsible for items checked out on the account and will sign the application form.

Step 2. To be issued a permanent card, verification of a Colorado physical address may include:

- Current utility bill
- Valid Colorado driver's license
- Valid vehicle registration
- Voter registration card
- Pay stub with printed address
- Medical ID with address
- Printed checks
- Credit card or bank statements with address
- Court-issued documents
- Mortgage paperwork, lease, or rent receipt or property deed
- School transcript

Patrons will only be able to check out up to five items at a time, until verification of a Colorado physical address.

Step 3. Pick up your library card at the Patron Services Desk no sooner than one week after applying for a card. Patrons may use their ID and library card number for library services while waiting for their card.

Replacement cards are \$5.00 each.

CIRCULATING MATERIALS

Books for Everyone: BRLD has over 50,000 books in a wide variety of subjects and genres from which to choose; these include Spanish books, Large Print books, and Over-sized books.

Audiobooks (at the Library and from Home): We have a large collection of unabridged books available on tape, CD, MP3CD, Playaways, and in downloadable formats. The downloadable audiobooks are available from any computer with your Basalt Library card through the Marmot

Overdrive Collection. Basalt Library has Sony Walkman MP3 players and MP3CD players available for check out at the Patron Services Desk.

eBooks (at the Library and from Home): The Marmot Overdrive Collection has made approximately 1000 electronic books (eBooks) available to the Western Slope. These are available through the internet and may require a special eBook reader device. Basalt Library has Sony e-readers available for check out at the Patron Services Desk.

Children/Young Adults: The Library has an extensive children's collection which includes easy readers, audiobooks, DVDs, music CDs, award winners, Spanish language books, chapter books, young adult books, graphic novels, and reference books.

Magazines and Newspapers: There are over 75 magazines and newspapers from which to choose. Current issues must be enjoyed in the Library, while back issues of magazines may be checked out by patrons.

DVDs and Music CDs: The Library has an extensive DVD collection featuring both fiction and non-fiction movies. Our Music CD collection contains popular titles as well as classical music.

SERVICES AND FEES

Printing/copy charges are \$.20 per page for black/white copies and \$.50 per page for color copies. Wireless printing is available on the Library laptops but not on personal laptops.

Faxing fees are \$1.00 per page for domestic faxes and \$2.00 per page for international faxes.

Scanning charges are \$.10 per page for staff assisted scanning of documents.

Please see the Meeting Room Policy for information on our public spaces.

Test proctoring fees are \$10.00 per test and must be scheduled in advance.

COMPUTER SERVICES

Computer Workstations: The Library offers computer/Internet workstations free of charge to patrons.

Internet Search Services: The Library has access to numerous databases and electronic resources including downloadable audiobooks, eBooks, and services for children and adults. A complete list of resources can be found on the Library's website.

Wireless Internet Access: Access is free of charge. Patrons must understand there are occasional periods when wireless access is not available because the system is down.

Policy Review Date: April, 2015