

## **BASALT REGIONAL LIBRARY DISTRICT CIRCULATION POLICY**

It is the policy of the Basalt Regional Library District (BRLD) to provide library card accounts for users of our library, to circulate library materials, and to apply charges for materials which are lost or damaged by a library patron.

BRLD will provide library card accounts to users of our library. BRLD will circulate library materials to users who have library card accounts. BRLD will check items for damage upon being returned to the library. Slight damages to library items will be noted to ensure that future borrowers are not charged for damage caused by another patron. Library items will circulate for the time periods specified in the policy outlined below. Patron accounts will be “blocked” once charges reach \$10. Patrons are limited to 50 items on their library card at any one time.

### **LIBRARY CARD ACCOUNT:**

Patrons of all ages can get a library card by completing an application, and showing government issued photo ID, school issued student ID, or proof of enrollment in a school.

Acceptable photo IDs include:

- Driver’s license
- Student ID
- Passport from any country
- Permanent Resident card
- DMV issued ID card

### **CIRCULATION:**

There are no age limits for checkout. Patrons of any age can check out any materials.

Items check out for 1 week to 3 weeks depending on the type of material. See the library website at [www.basaltlibrary.org](http://www.basaltlibrary.org) for more info.

Items may be renewed one (1) time.

Once an item is overdue, a patron will receive two (2) overdue notices prior to the item being deemed lost.

If an item is not returned to BRLD within sixty (60) days of the due date, then the item will be considered lost and replacement fees will be billed to the patron. In case of loss, theft, or damage, the borrower may be assessed full replacement cost of the materials, including the cost of a full set if an individual item from that set cannot be ordered for replacement.

Patrons agree to treat library items with respect. The borrower is responsible for returning loaned materials in good condition.

BRLD creates and promotes access to resources and resists censorship. Therefore, it is the responsibility of the parent/guardian to determine what is appropriate for their child.

**REIMBURSEMENT:**

If a patron pays for a lost item, and the item is found within six months of the payment, the patron may request reimbursement.

Revised and Adopted: February 21, 2022