



**B A S A L T
R E G I O N A L
L I B R A R Y**

**BASALT REGIONAL LIBRARY DISTRICT
CIRCULATION AND LIBRARY CARD POLICY**

It is the policy of the Basalt Regional Library District (BRLD) to provide library card accounts for users of our library regardless of residency. These library card accounts are used to borrow library materials and access other library resources. BRLD promotes access to resources and resists censorship; therefore, it is the responsibility of the parent/guardian to determine what is appropriate for their child.

BRLD may apply charges for materials which are lost by a library patron. Patron borrowing privileges will be suspended once charges reach \$10.00. Patrons are limited to 15 display 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. Minors without identification must have a parent or legal guardian present at the library to get a library card and the adult must have a photo ID.

Acceptable photo IDs include:

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

LENDING RULES:

- There are no age limits for checkout. Patrons of any age can check out any materials.
- Patrons agree to treat library items with respect. The borrower is responsible for returning loaned materials in good condition.
- Damaged items must be returned to the library and cannot be kept by the patron.
- Items check out for 2 or 3 weeks depending on the type of material. See the library website at www.basaltlibrary.org for more info.
- Items may be renewed 1 time, this renewal may happen automatically if the item is eligible for renewal.
- Once an item is overdue, a patron will receive 2 overdue notices (email only) prior to the item being deemed lost.
- If an item is not returned to BRLD within 60 days of the due date, the item will be considered lost and replacement fees will be billed to the patron. In case of loss or theft 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.

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.