

ALBANY COUNTY PUBLIC LIBRARY
POLICY REGARDING BORROWING LIBRARY MATERIALS
Updated July 22, 2020

1.0 Purpose:

The purpose of this policy is to provide guidelines for the issuance of library cards and the loaning of library materials through the Albany County Public Library (ACPL).

2.0 General Policy:

ACPL strives to provide the community with broad access to educational and entertainment materials. ACPL is also committed to the good stewardship of these resources to protect their ongoing use and benefit to all public library users. To enhance these commitments the ACPL Board of Directors allows for the issuance of library cards, the loaning of materials, and the collection of fees in compliance with this policy.

3.0.Obtaining a Library Card.

3.01. To qualify for a permanent library card, an adult who wishes to borrow items from the Albany County Public Library must be a resident of Albany County. An individual can also qualify for a library card if they work in Albany County; go to school or the university in Albany County for at least two months out of the year. Albany County government agencies, non-profit organizations, and businesses are also eligible to acquire a library card.

3.02. Library cards can be obtained by visiting the Albany County Public Library in Laramie or one of its branches in Rock River or Centennial. Verification of name and address is required through the presentation in person of a photo ID and/or a document of current address, Albany County employer or enrollment in a school or university in Albany County to obtain a permanent library card. Temporary library cards can be obtained through an online application. Verification of Albany County residence, employer or enrollment in an Albany County school or university in person at one of the three branches will upgrade the temporary card to full privileges. Temporary library cards last two weeks.

3.03. Albany County Public Library is a member of the integrated Library System WYLD and extends all WYLD cardholders the same borrowing privileges listed herein (<https://library.wyo.gov/downloads/WYLD/WYLDcardpolicy.pdf>). Patrons with a library

card from another library that participates in the WYLD system may check out items from ACPL.

4.0. Special Library Cards

4.01. Limited Library Card: A limited library card is issued to persons who are unable to provide the required verification of name through photo ID or Albany County address, employer or enrollment in an Albany County school or university needed to obtain a permanent library card. Limited library cards can be upgraded to a permanent library card after the patron provides proof of Albany County address, employer or enrollment in an Albany County school or university and photo ID.

4.01.01. A limited library card allows the patron to check out up to three library items at a time. Video games and board games are not available for check out to patrons with a limited card.

4.02. Library Cards for Minors: A minor (below the age of 18) be granted his or her own library card with the permission of a parent or guardian. The minor's legal parent or guardian must qualify for a permanent library card and must sign the library card application on behalf of the minor.

4.02.01. A legal parent or guardian who signs the library application on behalf of a minor acknowledges that the library does not monitor the minor's check outs, nor will the library restrict minors from checking out a library item.

4.03. Limited Library Cards for Minors: Minors are able to obtain a limited library card. Any minor whose legal parent or guardian does not qualify for a permanent library card may apply for a limited card that has limited privileges specific to minors.

4.03.01. A limited library card allows minors to check out up to ten items and to have unlimited access to the library's online resources. Movies, video games, and board games, are not available for check out to minors with a limited card.

5.0. Fees Associated with Library Cards

5.01. A replacement library card costs \$1.00.

5.02. Non-Resident Library Card: Persons staying in Albany County for less than two months are eligible for a non-resident library card for a non-refundable fee of \$10.00. A non-resident library card qualifies the user to the same privileges as a permanent library cardholder.

6.0 Loan Practices

6.01. All loan periods shall ensure maximum public use and shall be in accordance with standard library practice.

6.02. Refer to the Circulation Policy in the ILS (Integrated Library System) Circulation Map (<https://wyld.sirsi.net/map/>) for current loan periods and restrictions on the number of items that may be borrowed. Library materials are grouped into categories based on the type of item. The Circulation Map provides more specific information on the item categories, if the item type can be checked out, loan periods, and restrictions.

6.03. Some materials are for in-library use only and are not loaned.

6.04. Interlibrary loan materials will be checked out according to the lending library's instructions.

7.0. Statewide Borrowing Privileges

7.01. An individual who has a current registration in any Wyoming library which participates in the Wyoming Library Database (WYLD) may borrow materials from Albany County Public Library if the card is not delinquent.

8.0. Fines, Fees and Abuse of Privileges

8.01. The library may impose such penalties as it deems necessary in order to assure fair use of its services or to ensure the return of borrowed materials and that fines are paid. Failure to return materials may result in the loss of borrowing privileges until the materials are returned.

8.02. Patrons are responsible for informing ACPL if their library card is lost or stolen. Charges that accumulate on lost or stolen library cards prior to the date of notification of loss by patron will be the liability of the cardholder.

8.03. The Library Director and their designees have authority to reduce or forgive fines and fees.

8.04. Inter Library Loans charges a shipping fee of \$2.00 minimum.