

Estes Valley Library

Library Card: Eligibility Policy

All residents of and visitors to the Estes Valley Public Library District (Library) are eligible to apply for a Library card. A Library card entitles the holder to any and all Library services. No card or other library service will be denied because of economic, political, racial, religious, or social status.

Verification

Library card applicants shall fill out an application form. Applicants must show a photo I.D. and documentation that verifies both name and current address. This may be in the form of a driver's license, Colorado I.D., student photo I.D., and/or a current utility or rent receipt.

It is the cardholders responsibility to inform the Library when any patron information such as name, address, telephone number or e-mail address changes. Incorrect contact information on file does not relieve the patron from responsibility for overdue or lost library materials.

The Estes Valley Library provides library cards to three types of borrowers:

1. District Resident
2. Colorado Libraries Collaborate (CLC)
3. Non-District

1. District Resident

Library cards are free for all residents of the District. Any adult may obtain a library card by applying in person at the Library and showing proof of District residence.

Persons who own property within the District will be considered Residents for library card borrower type purposes whether or not the property is their primary residence.

Minors and Families

Minors must have written consent by a parent or legal guardian to apply for a library card. Until the minor reaches the age of 18, the parent or legal guardian is responsible for all items borrowed on the minor's card. Minor cards require a special application form.

Residents may choose to use one card for their entire family, sharing one joint account. Borrowing limits are the same for a card whether used by multiple family members or by an individual. The card must be physically presented in order to check out materials on the joint account.

Homebound

To serve patrons who are homebound due to physical or visual disability, the Estes Valley Library offers delivery service with an extended loan period for

materials. Library volunteers deliver materials to eligible patrons. Patron cards are kept at the Library. Homebound cards require a special application form.

Teacher

To make contact between educators and the Library more effective, the Estes Valley Library provides a Teacher card that provides an extended loan period and increased borrowing limit.

Organization

Organizations willing to assume financial responsibility for temporary employees and/or students are eligible for Organization Card status. Organization cards require a special application form.

2. Colorado Libraries Collaborate (CLC)

CLC is a reciprocal borrowing program. Anyone residing in the state of Colorado paying local taxes or fees for library service is eligible for a CLC card with the Estes Valley Library. CLC borrowers must be in continuous good standing at their home library.

Lending limits for CLC borrowers may be changed without notice at the discretion of the Library Director.

3. Non-District

Greater Estes Valley

The Library currently provides services to the following local non-District communities at no charge:

- Allenspark residents
- Drake residents

Visitor

Out-of-state visitors to the Estes Valley and Coloradoans who do not pay taxes in support of a local library qualify for a temporary Visitor card. A Visitor card may be issued upon receipt of a \$25.00 refundable deposit and appropriate documentation.

Upon return of all materials and satisfactory closing of the account, a refund check will be issued and mailed to the visitor. The deposit will be forfeited after 1 year past last use of the card and will accrue to the Library's general fund.

Lending limits for Non-District borrowers **may be changed without notice at the discretion of the Library Director.**

Please refer to the **Loans, Renewals & Requests (CIR-02), Fee (CIR-03), Interlibrary Loan (CIRC-04) and Safe Child (PAT-02)** policies for additional information.

The Estes Valley **Library Card Eligibility Policy** was adopted and approved by the Estes Valley Public Library District Board of Trustees on December 11, 2006 and revised on November 16, 2009.

Sarah Walsh, President

Amy Hamrick, Secretary