

## **EMERY COUNTY LIBRARY SYSTEM LIBRARY CARD POLICY**

### **1. General Policies and User's Agreement**

- a. Any person who lives, works, attends school, or pays property taxes in Emery County may obtain an Emery County Library card free of charge by submitting a complete application online or at one of the eight branch libraries in the Emery County Library System.
- b. Use of an Emery County Library card is governed by the policies and procedures of the Emery County Library System, which are subject to change without notice. An Emery County Library card can be used at all of the eight branch libraries in Emery County; branch libraries are located in Castle Dale, Cleveland, Elmo, Emery, Ferron, Green River, Huntington, and Orangeville. Emery County Library cardholders may borrow all circulating items (i.e., books, videos, DVD's, CD's, electronics, story bags, magazines, etc.) subject to the limitations and guidelines set forth in policies and procedures of the Emery County Library Systems as well as the discretion of library staff.
- c. An Emery County Library card is intended for use by one person and should not be shared between multiple individuals. A cardholder is responsible for all items borrowed on his/her card and all use of his/her card (including charges made against the account) until the card is reported lost to the Emery County Library System. Emery County Library System values the privacy of its patrons and permits only a cardholder and library staff to access the cardholder's account. No other access shall be permitted without legal compellment.
- d. Emery County Library System offers universal returns, meaning all circulating items may be returned to any of the eight branch libraries. Likewise, services offered by the Emery County Library System (i.e., pick up of reserved items, payment of fines, copying services, faxing services, lamination services, etc.) may be accessed at any of the eight branch libraries.
- e. All items borrowed from and through the Emery County Library System must be returned in good condition to one of the eight branch library locations on or before the due date. Fines are charged for items returned after close of business on the due date and for items that have been damaged while checked out. It is the responsibility of the cardholder to report any damage done to a library item prior to the cardholder's checking out the item or as soon as s/he discovers the damage to avoid being assessed a fine. Failure to timely report prior damage will result in the cardholder being assessed the full fee for the damage.
- f. Cardholders are required to maintain their account in good standing through timely payment of fines and fees. Failure to do so will result in the suspension of the cardholder's account until the account is brought back into good standing.
- g. Cardholders are required to report changes to their names or addresses within ten days to the Emery County Library System. Failure to do so may result in the suspension of the cardholder's account. A cardholder must present photo identification and validation of address to change the name or address on an Emery County Library card and/or replace a lost card.
- h. Newly issued Emery County Library cardholder accounts and cardholder accounts that have fallen out of good standing may be subject to circulation limits at the discretion of library staff.

## **2. Eligibility Requirements**

a. In order to receive an Emery County Library card, a person over 18 years of age must complete the Emery County Library System Library Card Application, present photo identification and verification of an Emery County home, work, or school address either online or in person at one of the eight branch libraries. A person under 18 years of age must complete the Emery County Library System Library Card Application including a signature from a parent/legal guardian/responsible party over 18 years of age who presents photo identification and verification of an Emery County home, work, or school address in person at one of the eight branch libraries at the time of application in order to receive an Emery County Library card.

### **b. Preferred Forms of Photo Identification**

- valid driver's license\*
- government issued card with photo
- government issued passport

\* While a Utah Driver License is preferred, a driver license from another state will be accepted for the initial application. It is the applicant's responsibility to update his/her driver license information with the Emery County Library System once a Utah Driver License is obtained.

### **c. Preferred Forms of Verification of Emery County Home, Work, or School Address**

- bill from telephone, internet, cable, satellite, electricity, natural gas, propane, water, sewer, trash services to the home with address of service and PO Box number
- mail with a recent postmark from a bank, insurance company, etc. with the home address and PO Box number
- vehicle registration with the home address and PO Box number
- pay stub from Emery County business (preferably with site location)
- registration/enrollment documents from Emery County school
- Emery County Property Tax bill or receipt of payment

d. The name and address provided to verify an applicant's identification must match the information entered on the application. Please note, a person who is unable to meet the above listed eligibility requirements and/or provide the required documentation list above will be considered a non-resident of Emery County and such applications shall be treated as an application for an Emery County Library card as a non-resident.

## **3. Library Cards for Educators, Visitors, and Non-Residents**

### **a. Library Cards for Educators**

Any educator who brings his/her class(es) to a branch of the Emery County Library System during the school day may obtain an Emery County Library card for educators free of charge by submitting a completed Emery County Library System Library Card Application as an educator in person at one of the eight branch libraries. (Please note, educators who hold an Emery County Library card must be assigned a new library card for use as an educator.) Emery County Library cards for educators are subject to all policies and procedures of the Emery County Library System. Educators using an Emery County Library Card for educators are permitted to check out one book per student during library visits; however, library staff may adjust this limit based on discretion and past performance.

### **3. Library Cards for Educators, Visitors, and Non-Residents (continued)**

#### **b. Library Cards for Visitors to Emery County**

Any person over the age of 18 who is visiting Emery County for three months or less may obtain an Emery County Library card for visitors by submitting a completed Emery County Library System Library Card Application, presenting photo identification (see requirements under Eligibility Requirements: Preferred Forms of Photo Identification), and paying \$25.00 cash-only (a \$5.00 usage fee and a \$20.00 deposit) in person at one of the eight branch libraries. Library staff shall secure and maintain the application, a photocopy of the applicant's photo identification, and the applicant's \$20.00 deposit at the library location issuing the Emery County Library card for visitors. An Emery County Library card for visitors is valid for up to three months from the date of issuance. Patrons using an Emery County Library card for visitors are permitted to check out one circulating item at a time; however, library staff may limit the items allowed to circulate to these patrons based on discretion and past performance. Emery County Library cards for visitors are subject to all policies and procedures of the Emery County Library System that do not conflict with the aforementioned terms. Upon the patron returning all library item(s) and settling of all outstanding balances, library staff shall return \$20.00 to the patron and suspend the patron's account. (If the patron has an outstanding balance, library staff may subtract the outstanding balance from \$20.00 and return the balance to the patron.)

#### **c. Library Cards for Non-Residents of Emery County**

Any person who does not live, work, attend school, or pay property taxes in Emery County may obtain an Emery County Library card for non-residents by submitting a completed Emery County Library System Library Card Application, presenting photo identification (see requirements under Eligibility Requirements: Preferred Forms of Photo Identification), and paying a \$25.00 non-refundable fee in person at one of the eight branch libraries. An Emery County Library card for a non-resident is valid for five years from the date of issuance. Upon expiration of the library card, the non-resident must reapply for an Emery County Library card for non-residents by paying the \$25.00 non-refundable fee, submitting a completed Emery County Library System Library Card Application, and presenting photo identification (see requirements under Eligibility Requirements: Preferred Forms of Photo Identification) in person at one of the eight branch libraries. Emery County Library cards for non-residents are subject to all policies and procedures of the Emery County Library System.

### **4. Renewing a Library Card**

- a. All Emery County Library cards expire five years from the date of issuance and must be renewed to maintain access to the resources and services available through the Emery County Library System. All Emery County Library cards must be renewed in person at one of the eight branch library locations. To renew a previously issued Emery County Library card, a patron must present a valid photo identification (see requirements under Eligibility Requirements: Preferred Forms of Photo Identification) and pay any fees, outstanding fines, etc. associated with the account.

### **5. Replacing a Library Card**

- a. When a person applies for an Emery County Library card, s/he accepts responsibility for all items on the card, all use made of the card and all charges made against it until the card is reported lost. The Emery County Library System must have a record of your card having been reported lost, or it is not considered lost. Therefore, it is to the patron's benefit to report the loss or theft of a library card immediately.

**5. Replacing a Library Card (continued)**

- b. The cost of replacing a lost or stolen library card is \$1.00. This fee is assessed at the time the card is reported lost/stolen.
- c. Report lost/stolen cards in person at any branch location, by phone, or by email.
- d. A patron must present valid photo identification (see requirements under Eligibility Requirements: Preferred Forms of Photo Identification) to replace a lost card.

**6. Adoption of Policy**

This Library Card Policy is hereby adopted on the 21<sup>st</sup> day of July, 2020 by the Emery County Library Board.

  
Library Director

07/21/2020  
Date

  
Library Board Chair

07/21/2020  
Date

  
Commissioner

07/21/2020  
Date

Approved by Emery County Commission on the 21 day of July, 2020.

**EMERY COUNTY LIBRARY SYSTEM  
LIBRARY CARD APPLICATION**

LAST NAME		FIRST NAME		MIDDLE NAME	
MAILING ADDRESS					
PHYSICAL ADDRESS					
TELEPHONE NUMBER		BIRTHDATE (MONTH/DAY/YEAR)		UTAH DRIVER LICENSE OR ID NUMBER	
EMAIL					
Do you consent to being contacted via text message? <input type="checkbox"/> YES <input type="checkbox"/> NO Carrier: <input type="checkbox"/> AT&T <input type="checkbox"/> VERIZON <input type="checkbox"/> OTHER _____					
Do you wish to borrow electronic devices from the Emery County Library System? <input type="checkbox"/> YES <input type="checkbox"/> NO (See circulation policies for information.)					
If you are an educator, please list the school and grades/subjects of your assignment. _____					
I agree to: be responsible for all items charged on my library card; to report immediately a lost library card; to observe library rules, policies, and procedures; to pay promptly all charges; and to notify the library of any name or address changes. This card is non-transferable.					
SIGNATURE OF APPLICANT _____ DATE _____					
<b>TO BE COMPLETED BY PARENT/GUARDIAN/RESPONSIBLE PARTY OVER 18 YEARS OF AGE FOR MINOR APPLICANT</b>					
LAST NAME		FIRST NAME		MIDDLE NAME	
MAILING ADDRESS					
TELEPHONE NUMBER		BIRTHDATE (MONTH/DAY/YEAR)		UTAH DRIVER LICENSE OR ID NUMBER	
PLACE THE FOLLOWING RESTRICTION ON THIS ACCOUNT. <input type="checkbox"/> ONLY BOOKS <input type="checkbox"/> NO ELECTRONIC DEVICES <input type="checkbox"/> OTHER _____					
This library card entitles the applicant to complete access to all items held by the Emery County Library System (with the restrictions listed above). I understand it is my responsibility to discuss limitations/personal guidelines with the applicant, and it is not the responsibility of library staff to determine the appropriateness of items. I assume responsibility for library items borrowed by the applicant from and through the Emery County Library System and all charges associated with this account. I verify that all information on this form is correct.					
SIGNATURE OF RESPONSIBLE PARTY _____ DATE _____					
<b>STAFF USE ONLY</b>					
ACCOUNT TYPE: <input type="checkbox"/> ADULT RESIDENT <input type="checkbox"/> MINOR RESIDENT <input type="checkbox"/> EDUCATOR <input type="checkbox"/> NON-RESIDENT <input type="checkbox"/> VISITOR			FEE	DEPOSIT RETURNED	RESIDENCY DOCUMENTATION
BARCODE: 241680000	MINOR ATTACHED TO RESPONSIBLE PARTY? <input type="checkbox"/>	RESTRICTIONS ENTERED : <input type="checkbox"/> ONLY BOOKS <input type="checkbox"/> NO ELECTRONICS <input type="checkbox"/> OTHER _____			PIN
RESPONSIBLE PARTY BARCODE: 241680000	ACCOUNT CREATED BY	DATE	VERIFIED	DATE	FILED