

## CIRCULATION

### WHAT ARE MY RESPONSIBILITIES?

Borrowing requires a valid card issued by the Fremont County Library or another WYLD network library. Patrons assume full legal and financial responsibility for the material they borrow. Custodial parents or legal guardians assume that responsibility for their minor children. Patron transaction and registration records are confidential but custodial parents or guardians can inspect the records of their minor children. Overdue fines are \$.10 a day, \$.50 a day for DVDs and videocassettes, to a maximum of \$3.00 per item. Borrowing privileges will be suspended if a patron's record contains any overdue item/s or unpaid fines or fees in excess of \$5.00. Full purchase price will be charged for all lost or damaged items.

### HOW DO I GET A LIBRARY CARD?

**Regular Card:** Fremont County residents age 16 and over can get a regular card by presenting a valid driver's license or photo ID issued by a state or federal authority. If the current local mailing address is *NOT* on the photo ID an additional proof of a *local mailing address\** is required, for example:

- A piece of mail delivered to the resident's mailing address within the last 30 days
- A pay stub issued within the last 30 days that includes the applicant's mailing address
- Rental or lease contract

A regular card expires two years from the date of issue.

*\*A local mailing address may be a valid local area P.O. Box*

**Temporary Card:** Applicants who have a valid driver's license or photo ID issued by a state or federal authority, but who cannot provide proof of a current local mailing address will receive a temporary card and can borrow a maximum of two items at a time. A temporary card expires six months from the date of issue. A temporary card will be converted to a regular card when proof of a current local mailing address is provided.

**Children's and Youth Card:** Parent/s or legal guardian/s must first fill out the *Parent/Legal Guardian Permission card* and verify the local Fremont County mailing address of their minor child before a card will be issued.

**Business/Nonprofit Borrower's Card:** Businesses and nonprofit organizations located within Fremont County are eligible for a public library business/nonprofit borrower's card.

- In order to receive a business/nonprofit borrower's card, a brief letter of request on company letterhead must be submitted along with the *completed application form*. The authorized person who signs the application form must show identification and his/her name will be added to the record alongside the name of the business. Persons authorized to sign for the business card must be the owner, manager, or fiscal officer and will be considered the custodian of the card.
- One card will be issued to the business/nonprofit. The business/nonprofit will be responsible for all materials borrowed.
- If the business/nonprofit has a change of address or phone number, or the card is lost, the library must be notified immediately.
- All regulations of the Fremont County Library System apply to the business/nonprofit borrower's card
- Business/nonprofit Borrower's Cards are valid for two years. Cards will be renewed pending confirmation of business/nonprofit's name, address, and contact person.

*All Library cards are issued free and can be used in ANY county within Wyoming. The Fremont County Library System will adhere to the state's WYLD card borrowing policy.*

### CAN I USE A CARD ISSUED BY ANOTHER LIBRARY?

Cards issued by another WYLD network library can be used to borrow a maximum of five items. We cannot loan materials or issue new cards to patrons who are delinquent with another WYLD library due to fines, fees, overdue or damaged material. We can accept payments to clear those delinquencies. Material borrowed from a WYLD library can be returned to any other WYLD library.

For more information on WYLD network rules, see

<http://will.state.wy.us/wyld/network/documents/WYLDcard.html>

### WHAT ARE THE LOAN PERIODS AND LIMITS?

50 items may be out on a Fremont County Library card at one time.

Library materials are loaned for the following periods:

- New material: 14 days
- Books, audiobooks, Playaways, back issues of magazines: 28 days
- eBook and eReader devices: determined by WYLD network rules
- DVDs: 7 days, limit of 3 per card
- Video games: 7 days, limit of 2 per card
- Reference materials, including newspapers, may not be borrowed.

Material may be renewed for one loan period in person, by telephone, or through the Library's website.

Material may not be renewed if it is on reserve for another patron.

Material may be borrowed from one Fremont County Library location and returned to another.

### CAN I RESERVE MATERIAL FROM THE LIBRARY?

Items in the circulating collection may be reserved and will be shipped free-of-charge to the Fremont County Library location that is most convenient for the patron. Reserves will be filled on a first-placed, first-served basis. The Library will make reasonable efforts to notify patrons when their reserve arrives. Patrons have five business days to pick up their reserved material, seven days if the patron can only be notified by mail.

### INTERLIBRARY LOAN

Interlibrary loan requests for material from other Wyoming libraries require a valid library card issued by a WYLD network library. Requesting material from libraries outside Wyoming requires a Fremont County Library System card. We cannot interlibrary loan materials to patrons who are delinquent with another WYLD library due to fines, fees, overdue or damaged material. We can accept payments to clear those delinquencies.

Loan periods are determined by the lending library. Borrowers will pay return postage and any fees imposed by the lending library. Materials for patrons participating in the National Library Service for the Blind and Physically Handicapped will be sent postage free. We honor interlibrary loan requests from other libraries whenever possible.

(Adopted October 2, 2013)

(Revised October 5, 2016)

(Revised February 7, 2018)