

# **Red Feather Mountain Library District**

## **Library Card Policy**

*Revised and approved by the Red Feather Mountain Library District Board of Trustees on May 27, 2020.*

Residents of Red Feather Mountain Library District are entitled and encouraged to request a library-use card that entitles the bearer to participate in or share many library services, including the borrowing of materials and access to electronic resources.

Other residents of Colorado are able to apply for a library-use card through the Colorado State cooperative library card program.

Temporary or occasional area visitors are able and encouraged to apply for District library-use cards as well. Library-use cards are issued to non-resident applicants (outside of the reciprocal Colorado library card program) on a case-by-case basis as determined by the Library Director. There is no distinction in application or use between cards held by residents, cooperative Colorado card holders and non-residents.

Library cards are issued by application and entail providing sufficient contact information for library management and agreeing to abide by Library rules. Except for presenting an earlier version of a Red Feather Mountain Library District card, applicants must present a photo identification card or certificate, or other acceptable form of identification as determined by the Library Director.

Online remote registration is encouraged; the library will make sufficient effort to ensure the accuracy of given information. Applicants living outside of the District or otherwise not owning property or other interest within are subject to a case-by-case review by the Library Director.

Applications for those under the age of 17 must be co-signed by a parent or other legal guardian.

Cardholders may authorize other individuals to use the card as noted on the application form or user record.

User information is confidential and is only available to the cardholder or library staff members and volunteers that have administrative access to the accounts. Law enforcement personnel have access only through legally prescribed channels.

In rare circumstances user cards may be debarred from use; through the accumulation of unpaid fines, unreturned borrowed materials or a continuing failure to abide by library rules. These are considered temporary restrictions or exclusions that may be remedied by the return of materials, payment of fines or the promise and application of abiding by library rules.

## **Revision history**

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