



The Canon City Public Library

Library Card Policy

LIBRARY POLICY

Canon City Public Library (CCPL) is committed to providing equitable access to resources and to maintaining patron convenience and satisfaction when using the collection. Library cards are issued to provide access to physical and digital collections and other CCPL resources.

LIBRARY PROCEDURES

- A. A CCPL library card may be obtained and used by patrons of all ages. The initial card is free.
- B. Library accounts must be renewed every three years from the date of issue. This allows the library to update patron account information.
- C. Expired library accounts are periodically deleted from the system after a minimum of three years inactivity.
- D. Adult applicants must present valid identification, and proof of address, before a library card will be issued. A limited access account may be issued if identification and proof of address are not available.
 - Parents or legal guardians accompanying minor applicants must present their own valid CCPL library card or verification of address to obtain an account for the minor.
- E. People in temporary living arrangement with no permanent residence may be issued a limited access resident card. People in extended stay arrangements who are moving to the Canon City area may also be issued a limited access resident card until they have a permanent address.
- F. Most CCPL items do not accrue overdue fines but are billed to the patron account for the replacement cost if not returned by predetermined dates. Bills are also added for damaged or incomplete items. When the total account charges reach \$10, borrowing privileges are suspended until resolved.
- G. Patrons accept full responsibility for the materials they borrow. Bills and fees remain the responsibility of the account holder, even if the card is loaned to another individual. All items checked out with a library card prior to the date of being reported lost or stolen are the financial responsibility of the patron. Patrons should inform staff of any damage to an item or missing components before checking it out.
- H. CCPL is not responsible for damage caused to patron playback equipment by DVDs, Blu-rays, CDs or other audiovisual materials.

TYPES OF CARDS

A. Resident Card

A Resident Card provides full borrowing privileges and resource access and is issued to any resident or property owner living within CCPL's service area. Owners of property that is within the service area but who live outside the service area are also eligible for a resident card.

B. Colorado Libraries Collaborate Card

CCPL participates in the network of libraries throughout the state that make up the Colorado Libraries Collaborate (CLC) program. Through the CLC program, member libraries extend lending privileges to patrons of other CLC member libraries. State residents outside of CCPL boundaries may obtain library cards at any participating library. A CCPL non-resident card is issued with borrowing privileges for physical items and remote access to some online resources.

C. Other types of library cards are available to address specific situations. Such cards include but not limited to: Business/School/Organizations; Visitors; Educators; and Homebound Patrons.

 3/26/24
Ryan Stevens, City Administrator Date

 03/28/24
Sue Hitt, Library/Museum Board Chair Date