



YUMA COUNTY LIBRARY DISTRICT

Circulation of Materials: Borrower's Policy

I. Policy:

It is the policy of the Yuma County Library District that any materials in the circulating collection may be borrowed by any appropriate cardholder. The guidance of a child's reading is the responsibility of the parent or guardian.

II. Library Cards:

Library cards can be used at any Library District facility. Group, organization, or school class cards are not issued.

A. Library cards are free to adult applicants who show a valid photo ID with current local address. If photo ID **does not have** a current local address, proof of a current Yuma county residential address will be required. A Post Office box will not be accepted as current address, only for mailing purposes. Acceptable photo identification includes, but is not limited to: Driver's License or State issued identification card, Military I.D., DES food stamp card, bank/credit card, etc.

Acceptable PROOFS OF ADDRESS INCLUDE

- a. Rent receipt
- b. Mail
- c. Utility bill
- d. Pay check
- e. Car Registration
- f. Voter registration
- g. Insurance card
- h. Hunting/fishing license
- i. Bank statement
- j. Checkbook

B. Non-resident cards are available for a fee*, however, if a non-county resident shows proof of Yuma County property ownership, the fee will not apply. Applicants must present photo ID that shows current permanent mailing address. (The non-resident fee may be waived for volunteers upon Management's recommendation.)

Susan M. Evans - Director
Carla Peterson - Assistant Director

Main Library/ District Office
2951 S. 21st Dr. Yuma, AZ
85364
Ph: (928) 782-1871
Fax: (928) 782-9420

Heritage Branch
Third Avenue Yuma, AZ 85364
Ph: (928) 782-1871
Fax: (928) 782-0670

Dateland Branch
Dateland Elementary School
Avenue 64E & I-8 Dateland, AZ
85333
Ph: (928) 373-6558/454-2242
Fax: (928) 454-2217

Foothills Branch
13226 E. South Frontage Rd
Yuma, Arizona 85367
Ph: (928) 342-1640
Fax: (928) 305-0497

Roll Branch
Mohawk Valley School
5151 S. Avenue 39E Roll, AZ
85347
Ph: (928) 373-6559/785-3701
Fax: (928) 785-3701

San Luis Branch
Literacy Program
1075 N. 6th Avenue
San Luis, Arizona 85349
Ph: (928) 627-8344
Fax: (928) 627-8296

Somerton Branch
240 W. Canal Street
Somerton, AZ 85350
Ph: (928) 627-2149
Fax: (928) 627-8345

Wellton Branch
28790 San Jose Ave
Wellton, Arizona 85356
Ph: (928) 785-9575
Fax: (928) 785-4410

C. All children or young adults up to age 18 can be issued a library card with parent's or legal guardian's signature. Parents are financially responsible for lost books, fines, and other charges on cards issued to children and young adults. Juvenile cards are also issued for non-residents with payment of non-resident fee*. Signature of parent or legal guardian is required. Non-resident cards are available to San Pasqual Valley Unified School District students for a reduced fee*. Parent or legal guardian signature is required. Married young adults need to present "writ of emancipation" issued by Superior Court Judge or legal guardianship papers if spouse was appointed as guardian.

D. Upon request from any agency heads in incorporated cities or townships in Yuma County and from Yuma County agency heads, a fine-free Yu-Count Library Card will be issued. Yu-Count Library Cards are for agency research and may not be used for personal purposes. Agency heads are responsible for all materials borrowed. Items borrowed will be subject to recall.

E. For a fee*, the Library District replaces lost adult and juvenile borrower cards.

F. The Library District reserves the right to limit the number of books to be checked out on a given subject.

III. Circulation of Materials:

Loan periods for all circulating library materials are posted in the libraries. Loan periods on high demand items may be adjusted.

One renewal via the online catalog or the self-check is allowed. One additional renewal may be done by staff in-house, but will be disallowed if item has a hold.

Holds on materials are free. There will be a charge* for items not picked up.

IV. Overdue and Lost Materials, Billing and Other Charges:

First overdue notice will be sent two (2) weeks after due date. A letter will be sent four (4) weeks after due date to include mention of possible collection action. Accounts sixty (60) days overdue may be turned over to a collection agency and a collection assistance fee* will be added to the fine*. Any overdue account may then be credit reported.

Bank charges for NSF (non-sufficient funds) returned checks are paid by the patron. The Library District charges a fee* for each returned check.

Lost charges for missing items will equal the original list price of the book plus a processing fee* for lost cataloged items, and interlibrary loan items. There is a charge* for lost uncataloged items as well as lost or damaged video, audiocassette, compact disc or DVD cases. The cost for damaged materials is the cost of the item plus the appropriate fee* or bindery/repair charge* if the item is salvageable. Decision is at the discretion of the Circulation Supervisor.

*Please refer to the current *Fines & Fees Schedule*.

Fines* may be forgiven at the discretion of management (administration, branch, and circulation) under circumstances such as car and home fires, death or illness in family, etc.

Any fines or fees charged to patron because of mitigating circumstances or staff error may be forgiven by management.

Refunds are allowed on lost material if it is returned within ninety (90) days, and the patron has the original receipt.

Patron borrowing privileges are suspended when there is an unpaid account balance for fines, fees, or other charges in excess of \$5.00.

V. Food-for-Fines Program:

The Food-for-Fines Program is conducted annually in December for one (1) to two (2) weeks. One can of food pays \$1.00 in fines. Only cans that are a minimum of 10 ounces, labeled, undamaged, and not expired will be accepted. Canned goods will go to the local food bank. Patrons without fines are also encouraged to bring in cans of food during this time to donate to the local food bank.

VI. Complaints:

- A. Complaints concerning library materials may be filed at the Library District Administration Office, the Information Desk, or with a Branch Manager/Supervisor.
- B. Complaints concerning library circulation policies or billing may be filed with the Circulation Supervisor, Branch Manager/Supervisor, or the Library District Administration Office.

Revisions approved by Library Board of Trustees 02/08/2011 _____ (no revisions relating to fees or finances)