

# Circulation of Materials:

## Borrower's Policy

### I. Policy:

It is the policy of the Yuma County Library District (YCLD) 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.

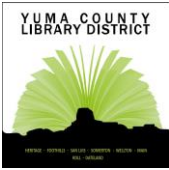
### II. Definitions:

- A. Patrons: All customers who are eligible to receive a library card.
- B. Parent/Legal Guardian: Any person providing protective supervision, watching over, or safeguarding others; a person who cares for the person or property especially because of other's infancy, incapacity or disability.
- C. Secondary Adult: Any person whom the financially responsible Parent/Legal Guardian adds to a juvenile or young adult library card account for the purpose of accessing, updating or renewing the library account.
- D. Loan Periods: The period of time patrons may take material home or access digital content.
- E. Loan Limits: The number of items that can be checked out on a borrower card at one time.
- F. Holds: Items placed on reserve to hold the next available copy.
- G. Renewals: The ability to check out an item for additional time. Items may not be renewed if the renewal limit has been reached.
- H. Inter-Library Loan (ILL): Physical books requested from libraries outside Yuma County Library District if they are not available in the YCLD collection.

### III. 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 ID, AZ Mobile ID App, Tribal ID, Passport, etc.



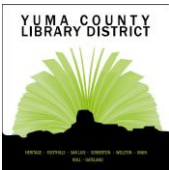
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### Acceptable PROOFS OF ADDRESS INCLUDE

- a. Rent receipt, lease agreement, or proof of shelter residency
  - b. Mail
  - c. Utility bill or utility account viewed online
  - d. Paycheck
  - e. Current car registration
  - f. Voter registration
  - g. Current insurance card
  - h. Hunting/fishing license
  - i. Bank statement or bank statement viewed online
  - 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.)
- C. All children or young adults up to age 18 can be issued a library card with parent’s or legal guardian’s signature. The parent or legal guardian must present a valid photo ID with current local address. Parents or legal guardian are financially responsible for lost books, fines, and other charges on cards issued to children and young adults. Signature and photo ID of parent or legal guardian is required. Parent or legal guardian may add a secondary adult to the library account. The secondary adult may access, update or renew the library account. Non-resident cards are available to San Pasqual Valley Unified School District students. Parent or legal guardian signature and photo ID 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. For a fee\*, the Library District replaces lost adult and juvenile borrower cards.
- E. Patrons should contact the Library District to report all lost or stolen library cards as soon as possible.
- F. The Library District reserves the right to limit the number of books to be checked out on a given subject. The Library District may also temporarily limit access to specific types of materials to patrons that exhibit a pattern of damaging items. The Library will assess each situation individually and communicate any restrictions to the patron.
- G. Library cards will expire every two years. Patrons will receive an email notification 30 days prior to expiration date. If there are no changes to the address, patrons may renew their card by visiting any Yuma County Library location, or by calling the Circulation desk. Patrons may also renew their accounts by replying to the email notification reminder.



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If address has changed, patrons will need to bring valid proof of new address to any Yuma County Library location; patrons that are unable to verify address can receive a 1 to 3 month courtesy renewal extension. In some cases, the Circulation Supervisor or Branch Manager may grant a longer extension beyond the standard courtesy period.

Parent/guardian or secondary adult can renew a juvenile or young adult card without the child present. Additionally, juveniles and young adults may renew their cards without a parent/guardian present. During the renewal process, the minor should be able to verify their current address.

Non-resident cards are renewed in person and by paying the appropriate fee\*.

#### IV. Circulation of Materials:

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

A maximum of two (2) renewals are allowed (this excludes Inter-Library Loan items). Items may not be renewed a third time. Renewals will be disallowed if item has a hold.

Patrons who have forgotten their library card or digital library card must show a photo ID to check out materials. Patrons under the age of 18 may give their parent's name, address or birth date as proof of identification.

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

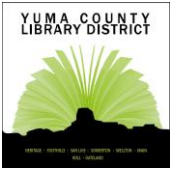
#### V. Overdue and Lost Materials, Billing and Other Charges:

The Yuma County Library District does not charge overdue fines for late items (this excludes overdue Inter-Library Loan items).

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.

Charges for lost or damaged items will equal the original list price of the book, DVD, and CD. The decision on charges for lost or damaged interlibrary loan items rests with the lending library and may surpass the original cost of the borrowed item. Patrons may replace damaged or lost cataloged items and must pay the appropriate processing fee\*. The replacement must be in the same format or medium, and in good condition. The Library will decide whether the offered replacement is acceptable.



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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.

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

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.

#### 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 6/11/2024

Approved by Board of Supervisors 7/22/2024