

Library Use

Obtaining a Library Card:

There is no fee for residents or non-residents of Scottsbluff to obtain a library card. Customers are responsible for all materials checked out on their library card.

Library Card Registration:

Lied Scottsbluff Public Library requires proper identification and proof of current residence to obtain a library card. The registration form will ask for:

- Full name
- Current mailing address
- Current physical address (if a P.O. Box is given)
 - *If applicant receives mail at a P.O. Box, the applicant must provide proof of their current residential address in addition to the P.O. Box number.
- Date of Birth
- Phone Number

Any person under the age of sixteen (16) will be required to have a parent or legal guardian sign the registration form accepting responsibility for materials borrowed and any fees associated with their child's account.

Proper Identification:

Any time something other than a current, state issued identification card or driver's license is offered as proof of identity, a photo ID will be required along with one proof of current residential address.

Proof of Current Residence: acceptable documents include

- Address printed on a state issued ID or driver's license
- Piece of mail postmarked within the last 30 days
- Telephone, gas, electric or cable bill with registrant's name and address
- Motor vehicle registration
- Insurance card

Proof of Residential Address and Identification for Children:

Children age sixteen (16) and above will be issued a library card provided they are able to present proper identification and proof of residential address. Otherwise, a parent or guardian must accompany them and be able to show proper identification and proof of residential address for themselves in order to obtain a library card for the child.

Children under the age of sixteen (16) must be accompanied by a parent or guardian. This parent or guardian must show proper identification and proof of current residential address for themselves in order to obtain a library card for their child.

College Students

College students may obtain a library card using the temporary local address of their local college residence as a primary address. However, their permanent home address must be listed as an alternate address on the registration form.

Present Card When Borrowing Materials:

Any person wanting to borrow materials from the library or use the library's computers must possess their current library card in order to do so.

Library Card Replacement

There will be a charge of \$1.00 for replacing a lost/damaged library card. Library customers will be asked to present a valid photo ID when replacing a lost library card.

Reporting a Lost/Stolen Library Card

In the event a library customer's card is lost or stolen, it is the customer's responsibility to contact the library at 308-630-6250 to report it lost. Once marked lost, the card cannot be used by any person, therefore protecting the customer's account. If not reported, the customer will be responsible for all items checked out on their library card.

Loan Periods

All library materials can be checked out for 14 days with the exception of mass market paperbacks (28 days) and DVDs (7 days). DVDs are limited to four items per library card. There is no limit on books, magazines, audiobooks or CDs. A receipt indicating dates due for each material will be given at time of checkout.

Renewals

A library customer may renew checked out items up to three times, with the exception of DVDs which are limited to one renewal. Any items on hold for another customer are not renewable. Items may be renewed in-person, by phone or online.

Fines and Fees

Lied Scottsbluff Public Library is committed to providing high quality education to all ages. Because of this commitment, the library does require that materials borrowed be returned on-time. Overdue items accrue fines at \$.10 per day (\$1.00 maximum per item). The exception to this is DVDs, which will accrue fines at \$1.00 per day (\$5.00 maximum per item).

Reviewed by the Library Board April 11, 2018

Approved by the Scottsbluff City Council August 20, 2018

Overdue notices are sent to the customer's address on file. It is the customer's responsibility to update their address with the library if needed.

Lost and Damaged Items

Materials are to be returned in the condition in which they are borrowed. Full replacement cost, including a processing fee, will be charged for each item lost or damaged. The library will accept replacement copies of lost or damaged books that meet specific standards. Please consult a library staff member before you obtain a replacement copy to ensure that it will comply with library standards.

Unpaid Accounts

Despite the library's best efforts to remind library customers of overdue materials or outstanding account balances, the ultimate responsibility lies with the customer. If a library customer has materials that have been overdue for forty-five (45) days or more or has an outstanding balance of twenty-five (\$25) dollars or more, their account will be referred to the library's collection agency. Once an account is referred to the collection agency, a fifteen (\$15) dollar non-refundable referral fee will be added to the unpaid account.

Requesting Items

If a library customer is looking for a popular title, but the item is checked out, a request/hold may be placed on the title. When the material is returned, the library will notify the customer that the material is ready for pick-up. Requests can be made in-person, by phone or online through the "my account" link on the library's online catalog. Materials on request will be held for ten (10) days.

No Refunds on Payments for Lost Materials

Because the library makes every effort to quickly reorder replacement materials, refunds on payments for lost items cannot be provided. If a lost item is paid for and later found, the item becomes the property of the customer.