

## LIBRARY CARD POLICY

### PRINCIPLE(S):

Camp Verde Community Library (LIBRARY) supports access to library materials in cooperation with other libraries in the Yavapai Library Network (YLN).

The LIBRARY protects patron privacy. Personal information is not disclosed unless required by law.

### PRACTICE:

Eligibility: A LIBRARY card is free to all Yavapai County residents with proper identification and documentation. Children 12 years of age and under must have a parent or legal guardian present to obtain a card. A minor from 13 -17 years of age may obtain a 3-month temporary card with limited privileges until the parent or guardian comes into the library and gives consent for full access.

Any person who does not have a current Yavapai County address, may get a temporary library card with limited privileges until proof of residency is provided.

A LIBRARY card includes automatic access to the Internet on public Internet computers filtered for compliance with the Children's Internet Protection Act (CIPA) and ARS § 34-502 to prevent access to visual depictions that are harmful to minors.

Application: All required information is entered into the Integrated Library System of the YLN; either from an application or directly from the patron. LIBRARY staff must see:

- 1) A government or school issued picture ID with proof of Yavapai County residency. Items such as utility bills or a lease/rental agreements are acceptable proof of residency if the picture ID does not show residency.
- 2) A piece of U.S. mail addressed to the applicant, postmarked within 30 days of the application.

Responsibility: Patrons are responsible for all items checked out on their library card(s). The library card remains active if used one or more times in a two year period. Active library cards do not expire. Patrons with inactive library cards may reapply for a library card.

If a library card is lost or stolen, call the LIBRARY immediately to report it (928-554-8380). Responsibility for items checked out on a lost or stolen card continues until the card is reported lost or stolen.

There is a \$3 charge to replace a library card.

Library cards found in the LIBRARY or in library materials will be scanned to determine the owner and held for pickup.

By signing the library card, the patron acknowledges responsibility for all use of the card. This includes sites viewed on and information downloaded from the Internet and all other materials accessed while in the library or checked out.

Parents/guardians who sign the library card for children under 17 years of age acknowledge and assume responsibility for the use of library cards. This includes sites viewed on and information downloaded from the Internet and all other materials accessed while in the library or checked out.

*By obtaining a library card, the patron agrees to the Yavapai Library Network Agreement.*

### **Yavapai Library Network Agreement**

I agree to comply with all Library rules and regulations; to be responsible for materials borrowed from any Yavapai Library Network library with this card and for fees and fines incurred, including charges for lost and damaged Library materials; to give immediate notice of changes of address and loss of my Library card.

Whenever necessary, the Library uses the services of a collection agency to retrieve overdue materials. In the event of loss or damage to Library materials, or uncollected late fines or charges, I agree to pay all costs of collection, including but not limited to reasonable attorney's fees.

I understand that my card will be accepted at all Yavapai Library Network libraries and my patron information will be accessible to staff at those libraries.