



SALT LAKE COUNTY LIBRARY SERVICES

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Subject:		Library Card Policy				
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Policy Statement

The Salt Lake County Library is committed to making services and materials accessible to the inhabitants of Salt Lake County that are relevant, enriching, accessible, dynamic and sustainable. To fulfill its commitment, Salt Lake County Library Services issues library cards free of charge to citizens living in the area taxed for support of the library.

Regulations

1.0 **Library Cards-Residents-Adults**

Inhabitants of the Salt Lake County Library taxing area are eligible to have individual library card under the following conditions:

1.1 Adults, age 18 and over, must be able to prove identification, residency/address information and preregister online through the library's web site or present a signed paper library card application to receive a library card. The name on the library card application must match the name on the proof of identification.

1.1.1 The preferred proof of identification/residency consists of a valid Utah driver's license, valid Utah ID card or Driving Privilege Card with the current address listed.

OR

1.1.2 A current government-issued picture identification such as a passport, Permanent Resident card or the Matricula Consular ID AND ONE of the following:

- Current utility or cell phone bill with name and address printed on it
- Lease agreement with name and address listed
- Mortgage papers with name and address listed
- Current paycheck stub with name and address printed on it
- Property Tax notice with name and address printed
- Government-issued correspondence with name and address listed
- Enrollment form for medical services or a hospital/doctor's bill

- 1.1.3 Proof of residency must include the applicant's physical address. Post Office box numbers are not an acceptable proof of residence, but may be used only as a mailing address.
- 1.1.4 Individuals who are unable to meet the conditions of a library card may be granted temporary status. (See Library Card Policy, Section 6.0)
- 1.2 Adult library cards can be used to check out materials and access online databases and provide filtered or unfiltered Internet access and filtered wireless access.
 - 1.2.1 To obtain unfiltered access to the Internet, adults must use library public computers **and** agree to use full access for lawful research purposes. (See Internet Access and Computer Use Policy adopted June 2004 and reaffirmed April 2007)
- 1.3 Fines and fees must be paid before a card is issued.
- 1.4 Anyone receiving a library card for the first time will be subject to borrowing restrictions the first month. (See Salt Lake County Library Borrowing Privileges Policy)
- 1.5 Customers are encouraged to present their card to borrow materials or access public computers.
 - 1.5.1 If the card is not present but the customer has the card number and pin they can use self checkout or present a driver's license ID to staff.
- 1.6 Library cards are not transferable. Only the card holder may use the card. Library card transaction records are considered to be confidential under the Government Records Access Management Act (GRAMA).
- 1.7 Any adult who is legally incapacitated must have a guardian agree to act as a responsible party for a card to be issued.
- 1.8 Library cards will not be issued to people without a permanent residence.
- 1.9 Library cards are issued to individuals, not businesses, rest homes, schools, etc.
- 1.10 Employees of businesses located in Salt Lake County must have individual library accounts based on their own identification and resident status.
- 1.11 No adult borrowers may have more than one active library account.

2.0 Library Cards – Residents – Children

- 2.1 Children, age 5-17, are issued a library card with identification of a parent, legal guardian or another responsible adult, proof of residency and online registration or paper library card application signed by the parent, legal guardian or other responsible adult. (See Library Card Policy, Section 1.0)
 - 2.1.1 The child and parent, legal guardian or other responsible adult must be present.
 - 2.1.2 The responsible parent's, legal guardian's or other responsible adult's library account must be in good standing in order for a child to receive a card. (See Library Card Policy, Section 1.3)
- 2.2 Children's library cards can be used to check out materials and access online databases and provide filtered Internet and wireless access.
 - 2.2.1 All Internet access for minors is filtered in accordance with Utah State Law. (See UCA 9-7-215 [2] [a] [i])
- 2.3 A parent, legal guardian or other responsible adult will have the choice of full or restricted access to certain library materials.
 - 2.3.1 Full access allows a child to use all materials in the library's collection whether they are catalogued for children or adults.
 - 2.3.2 Restricted access restricts a child from checking out R-rated videos or DVDs, non-rated foreign entertainment videos or DVDs and music that has a parental advisory warning.
 - 2.3.2.1 Restricted access does not restrict the child from using the remainder of the library's facilities and collection, including other materials whether they are catalogued for children or adults.
 - 2.3.2.2 The library cannot guarantee that restricted items will never be checked out on a restricted card or that children will not check out materials that a parent may not find appropriate.
- 2.4 Parents, legal guardians or other responsible adults retain the sole responsibility to monitor or restrict their child's access to library materials.
- 2.5 Parents, legal guardians or other responsible adults may present and use a child's library card only if the child is present and the card is in good standing.

- 2.6 Grandparents, step-parents or others with guardian relationships who sign for a child's library card assume full responsibility for the child's use of the card.
- 2.7 A second library card may be issued to a minor child if:
 - 2.7.1 A divorced parent resident insists they must maintain separate library accounts for minor child(ren) and are willing to accept full, separate financial responsibility;
 - 2.7.2 Another adult County resident is willing to accept responsibility for the minor child going forward, but will not clear fines and fees from the minor child's existing account.
- 2.8 No minor child may have more than two library accounts.
- 2.9 When a minor child with an existing account or accounts turns 18:
 - 2.9.1 The new adult will need to select one library account to maintain as an adult.
 - 2.9.1.1 If the account has outstanding fines and fees predating the eighteenth birthday, the new adult may elect to pay outstanding charges. However, the fines and fees are legally the responsibility of the parent or guardian of the account.
 - 2.9.1.2 If the new adult does not wish to pay charges on existing accounts, they may register for a new library account in their own name.
 - 2.9.1.3 If the new adult has two library accounts and both exceed the threshold for charges, they will need to pay outstanding charges on one account. (See Library Card Policy 1.11)

3.0 Library Cards – Residents – Emancipated Minors

- 3.1 Emancipated minor means a child under the age of 18 who has become emancipated by order of a court or through marriage. (See Utah Administrative Code Rule R277-616-1)
- 3.2 Emancipated minors do not need parental signatures to receive library cards.
- 3.3 Proof of emancipated status must be shown.
 - 3.3.1 Such proof may include: a marriage certificate, a legally executed lease, court documents or other similar proof.

- 3.4 Emancipated minors are subject to all regulations governing adult library card holders set forth in Salt Lake County Library Card Policy, Section 1.0.

4.0 Library Cards – Residents– Salt Lake City, Murray City

- 4.1 By special reciprocal borrowing agreements of involved Library Boards, inhabitants of Salt Lake City or Murray City are eligible to receive library cards under the same rules and regulations as other County inhabitants.
 - 4.1.1 If a valid Salt Lake City or Murray Library card is presented, staff may use the card number to establish an account for the individual.
 - 4.1.2 Salt Lake City or Murray inhabitants without other library cards may be issued Salt Lake County cards subject to all the regulations set forth in Salt Lake County Library Card Policy.

5.0 Library Cards – Non-Residents

- 5.1 Non-inhabitants of Salt Lake County, Salt Lake City or Murray City must purchase a card to borrow library materials. (See the Fines and Fees Policy)
 - 5.1.1 Rental property owners who reside outside of Salt Lake County are considered non-inhabitants and must purchase a card to borrow library materials.
 - 5.1.1.1 Inhabitant status for the purpose of obtaining a library card rests with the renter residing in the county.
 - 5.1.2 Business owners who reside outside of Salt Lake County may establish inhabitant status by presenting a current copy of their Salt Lake County tax notice.
 - 5.1.3 Cards may be purchased for a period of six months or one year.
 - 5.1.4 The fee for these cards is listed on the fee schedule in the Fines and Fees Policy.
 - 5.1.5 Cards must be renewed when they expire and the contact information must be verified.
 - 5.1.6 Cards are not subject to borrowing restrictions for new patrons.
 - 5.1.7 All other library rules and regulations apply to non-inhabitant cards.

- 5.2 If one family member purchases a non-inhabitant card, the card is not transferable to other family members.
 - 5.2.1 Other immediate members at the same address may purchase additional cards at a reduced cost.
 - 5.2.2 The expiration date for additional cards will be the same as the original non-inhabitant card's expiration date.
- 5.3 Valid non-resident cards issued by Salt Lake City Library may be used in Salt Lake County libraries without additional charge. Cards are subject to an expiration date based on their original purchase date.
- 5.4 Customers who live outside Salt Lake County and who present Murray Library cards must pay the Salt Lake County non-resident fee to validate their card in County libraries.

6.0 Library Cards - Temporary Status

- 6.1 Temporary status expires immediately after one use. Unless the terms of a full library card can be met, the patron is unable to check out any further items.
- 6.2 Temporary status is subject to special borrowing restrictions listed in the Salt Lake County Library Borrowing Privileges Policy.
- 6.3 Temporary inhabitants of Salt Lake County (e.g. missionaries, foreign-exchange students, students, skiers, military personnel or others who want to remain residents of other counties or states) must pay non-inhabitant fees to obtain a library card. (See Fines and Fees Policy)
 - 6.3.1 Local residency must be established to claim resident status. (See Library Card Policy, Section 1.0)
- 6.4 Guest cards may be obtained for Internet access only for a fee. (See Fines and Fees Policy)

7.0 Library Cards – Lost or Stolen

- 7.1 Anyone whose card is lost or stolen must immediately report its loss or theft.
 - 7.1.1 Failure to report loss or theft will maintain the customer's liability for any materials checked out on the card until the report is made.
- 7.2 If the library allows a card to be used after it has been reported lost or stolen, customers are not liable for such use.

- 7.2.1 Reports of lost or stolen cards will immediately be entered in the patron's record.
- 7.2.2 The information about the reported loss will be entered on the patron's record along with staff initials and the date of being reported.
- 7.3 Anyone using a card which has been reported lost must forfeit the card.
 - 7.3.1 If the person using the card is the former card holder, a new card may be issued upon establishing identity and the person may be subject to the replacement fee. (See Fines and Fees Policy)
 - 7.3.2 If the person using the "lost" card is unknown to the card holder, the card is presumed stolen and treated as such.
- 7.4 Anyone who presents a stolen card for use will be subject to seizure of the card and possible prosecution for attempted library theft.
- 7.5 Materials will not be checked out on cards which have been reported lost or stolen.
- 7.6 Cards will not be reactivated from a "lost" status. Once the customer's identification has been verified a new card will be issued.

8.0 Library Cards – Expired

- 8.1 Non-resident cards expire at the end of the paid period (one year or six months.) (See Fines and Fees Policy)
- 8.2 Library cards expire annually for address and phone confirmation.
- 8.3 Cards expire when the cardholder turns 18.
 - 8.3.1 Children's cards will be replaced with an adult card for free.
 - 8.3.2 A new application must be filled out.
 - 8.3.3 All conditions set forth in Library Card Policy, Section 1.0 must be met.
- 8.4 If a library card is inactive for three years with no accrued fines or fees, the card will be deleted from the database.
 - 8.4.1 A new application must be filled out.

9.0 Library Cards – Replacement Cards

- 9.1 Replacement cards may be issued for a fee as set by the Board with the submission of a new application. (See the Fines and Fees Policy)
- 9.2 Worn out, illegible or outdated cards will be replaced for free.
- 9.3 All other regulations set forth in the Library Card Policy apply to these cards.

Approved and passed January 30, 2006; revised and approved August 25, 2008 by the Salt Lake County Library Board of Directors.

Raymond Christy, Board Chair

Appendix A

Out of County Library Cards--Issued by Salt Lake City and Murray Libraries

We provide reciprocal borrowing privileges to non-inhabitants who purchase a City card.

When issuing a Salt Lake County non-inhabitant card to Salt Lake City or Murray City card holders, staff should follow these procedures:

1. When presented with a City card from a non-inhabitant, staff must call the City Library to find out the expiration date.
2. Murray City Library does not charge for non-inhabitants to get cards. As a result, anyone who presents a non-inhabitant card issued by Murray City Library must be treated as a new non-inhabitant card holder and pay the entire fee.

Appendix B

Out-of-County Residents/County Business Owner

Businesses contribute to the library fund through their taxes. The following are the procedures to follow when issuing a library card to out-of-county residents who own businesses within the county.

1. Ask the business owner to present a current copy of their tax notice. Verify the name on the tax notice. Make a copy for Barbara Workman's files.
2. Have the customer fill out a library card application.
3. A new patron status has been created non-resident business owner (NRB). Enter a one-year expiration date.
4. Waive the out-of-county fee. Document the waiver using a waiver form. Staple the waiver form to the copy of the tax notice and send to Barbara Workman.
5. Use the same procedure for family members at the same address.
6. Explain to the customer that the process for establishing proof of business ownership will need to be repeated each year.

