

West Bonner Library District

Library Use Policy

Who may use the library

West Bonner Library District (WBLD) is a member of the Cooperative Information Network (CIN). Residents in the West Bonner Library District are eligible for a free CIN library card that is valid at any CIN library. Reciprocal cards will be issued at no charge to residents of other Idaho library districts or cities. Non-resident cards are available under the conditions stated below.

The library will not deny or abridge service because of religious, racial, social, economic, or political status; or because of mental, emotional, or physical condition; age; or sexual orientation. Library use may be denied or abridged for violation of District policies and procedures.

Library cards

To qualify for a library card residents and reciprocal borrowers must show a picture ID and proof of physical address, and fill out a registration form. Children under the age of 18 must have a parent or guardian present to sign for a library card. Adult borrowers are responsible for all items checked out on his/her card. Parents or guardians are responsible for all fines and damages incurred by minors. Parents or guardians are responsible for the appropriateness of materials viewed at and/or checked out from the library.

Reciprocal borrowers must show a picture ID and a current library card from their home library.

For those not residing in a library taxing district, Nonresident cards are available for \$25 per year. Nonresidents must show a picture ID and proof of home address.

Library materials may be borrowed at the time the library card is issued provided that proof of residency has been established. No items may leave the library until proof of current physical address has been shown.

All library cards, with the exception of nonresident cards, expire two years from date of issue.

A replacement card may be obtained for a fee of \$1. Patrons should notify the library of lost or stolen cards immediately.

Library cards should be presented in order to check out materials. Staff may request a picture ID in lieu of a library card.

Library accounts that have been inactive for a period of two years will be removed from the library database.

Loan periods

WBLD books, magazines and audio books are checked out for four weeks with the exception of high demand items, which are checked out for two weeks. Videos are checked out for one week with the exception of some multi-disc sets, which check out for two weeks. Items on hold may not be renewed. Reference materials may not be checked out. Items borrowed through CIN may have varying due dates. CIN materials can be returned to any CIN library.

Holds

Holds may be placed on books either in person, over the phone, or through the online catalog. Patrons will be notified by phone or email of arrived holds, and materials will be held for one week.

Interlibrary Loans

Patrons with a zero account balance may request items not owned by the Cooperative Information Network on Interlibrary Loan. Patrons will be limited to six active Interlibrary Loan requests at a time, per account. West Bonner Library District does not charge for this service. Any fees charged by the lending library are the responsibility of the patron. Items not picked up within one week will be returned to the lending library.

Overdue, lost and damaged items

Patrons can receive a courtesy reminder via text or email three days before items are due. First notices will be emailed or sent via text unless print notices are requested. Final notices and invoices will be mailed. Patron accounts are blocked at \$3. Lost or damaged items that are not paid for within 45 days of the final notice may be referred to a collection agency. Once referred, patrons are liable for the cost of the item(s) and a \$10 processing fee. Failure to return library materials is considered petit theft under ID Statute 33-2620. Procedures outlined in this statute may be followed.

Replacement costs will be charged for items damaged or lost. Replacement items will not be accepted. Once paid for, items may not be returned. With the exception of Interlibrary Loans, lost or damaged items become the property of the patron upon payment of assessed fines.

Patrons with outstanding fines, overdue, lost or damaged materials will have borrowing and internet privileges suspended.

A \$35 fee will be charged for all returned checks.

Miscellaneous fees

Photocopies and computer printouts: Black & White: .10 per letter size page. Legal size and two sided copies: .15, 11 x 17 copies: .20. Color: .25 per letter size page, legal or 11x17 .50 per page. Two sided, add .25 per page.

Fax service: Faxes may be sent at \$1 for the first page and .50 for each succeeding page. Received faxes will be charged at .50 per page.

Adopted by the Board of Trustees, West Bonner Library District, August 9, 2001, amended November 14, 2002, amended November 12, 2003, amended January 8, 2004, amended January 13, 2005, amended January 12, 2006, amended February 8, 2007, amended January 9, 2008, amended Jan. 7, 2010, amended Jan. 11, 2011, amended Jan. 10, 2012, reviewed Jan. 8, 2013, Jan. 7, 2014, amended Jan. 13, 2015, amended Mar. 8, 2016, reviewed January 10, 2017, rev. Jan 9, 2018, amended Jan 8, 2019, rev Jan 14, 2020, amended Jan 12, 2021