



Library Card and Borrowing Policy

Pitkin County Library (Library) is committed to providing equitable access to library resources and to maintaining patron convenience and satisfaction when borrowing from the collection. Library cards are issued to provide access to physical and digital resources. Patrons may obtain a library card at no charge by visiting the Library in person; accommodations are available for Pitkin County Residents unable to visit the Library in person due to a disability or illness. Valid photo identification, two points of contact including email, and a signed library card application are required at the time of registration.

Registration of Patrons

Patrons' Authorization to Borrow

Patrons receive an identification card to present whenever a book or other Library material is borrowed. The person in whose name the card is issued is responsible for all use of the card. Failure to pay fees, pay for lost material, or return overdue material shall result in the loss of library privileges.

The first Library card issued to each individual shall be free, but a charge of \$1 will be made for replacement for lost or destroyed cards.

Library Cards

A new registrant must complete the information on a card application. Library accounts must be renewed annually to ensure contact information is current. Applicants 18 years or older are asked to furnish identification. Patrons will only have one library card account with Pitkin County Library.

Types of Library Cards

- A. Resident Patron Cards. Resident Patron cards are issued to any person 13 years of age or over who owns property or resides in the Pitkin County Library service area.
- B. Children's Cards. Cards are issued to children (under the age of 13) who are authorized by their legal guardian to borrow library materials. Any child old enough to print their name may have a card. Exceptions will be made for those who are not physically able to do so because of a disability.
- C. Temporary Cards. Anyone visiting the area for six months or less may receive a temporary card. The card is valid for six months from the date of issue and carries the same privileges as a patron card.
- D. Reciprocal Cards. Reciprocal cards are issued to any person 13 years of age or over who lives in Colorado but outside of the Library district or patrons living outside of Colorado but who visit annually.
- E. Group Cards: Established non-profit institutions, teachers, government agencies, or businesses located in Pitkin County can request a group card which may be used by their designated representatives. A group card is issued upon receipt of a letter from the institution or group assuming responsibility for any unpaid, overdue, lost, or damaged materials. The group must also furnish a current list of individuals eligible to use the group card.

- F. Non-Borrower Cards: Non-borrower cards are for those who do not have or wish to supply photo identification. Non-borrower card holders can access computer services but may not check out Library resources.
- G. Music Students: Students with the Aspen Music Festival and School will be issued a library barcode to place on their AMFS card. These temporary cards expire at the end of September in the year in which they were issued.

Lost Cards

Lost cards should be reported as soon as practical. If a patron's record is clear, a duplicate card is issued. A charge of \$1 is made for each duplicate card.

Expired Library Cards

Library cards expire and must be renewed every year on the date of issue. Expired library accounts are periodically deleted from the system after a minimum of three years of inactivity. Renewals can be made in person or over the phone.

Confidentiality

A Library card should only be used by the person (or group) to whom it has been issued. To access a cardholder's account, the cardholder must present the library card, barcode number, photo ID, or other qualifying information. A child's parent or legal guardian must present the child's library card to access the child's account. In compliance with the Colorado Revised Statutes § 24-90-119 (1), the Library may not give information about an individual's library account to anyone but the cardholder except for instances specified in C.R.S. § 24-90-119 (2).

Cardholder Responsibilities

Patrons accept full responsibility for the materials they borrow. Library cardholders are responsible for using and returning borrowed items in good condition, paying charges incurred for unreturned, damaged, or incomplete items, reporting lost or stolen cards immediately, and promptly reporting any changes in name, address, phone number, or email.

Circulation of Materials

Circulation Policy

All Library cardholders in good standing may borrow up to 30 circulating items at any one time from the Pitkin County Library, the Marmot Library Network, and Prospector libraries. Patron cardholders may also request inter-library loans from cooperating libraries across the United States. No library materials of any kind are allowed to leave the Library facility unless checked out.

Standard Loan Periods

- 3-week loan: Books, audio books, foreign language instructional materials, and designated lab take home kits.
- 1-week loan: DVDs, CDs, video games, circulating magazines, Early Literacy Kits, Wonderkits, Yoto players, and designated lab take home kits
- 3 days: Digital projectors, projector screens, and computer equipment

Noncirculating Items

Reference materials, locked case items, newspapers, Music Festival CDs, and other archived items may only be accessed in the Library and do not circulate.

Interlibrary Loan

A borrower must be a resident of the Pitkin County Library service area and hold a Pitkin County Library card in order to use the Interlibrary Loan service. Requests for specific books or periodical articles, as well as requests for information on a subject which cannot be filled at the Pitkin County Library, Marmot Libraries, or Prospector Libraries may be handled through interlibrary loan. Patrons may request a maximum of five requests per borrower per year.

Loan periods for interlibrary loan materials vary with restrictions placed on the material by the lending library. The maximum loan period for an item borrowed from another library is five weeks. Such material may not be renewed without special permission from the lending library.

Materials sent to other libraries by the Pitkin County Library are loaned for five weeks.

The Pitkin County Library complies with the Colorado Interlibrary Loan Code.

Renewals

Materials may be renewed for one additional loan period, provided there are no reserves on file and the material has not been renewed before. Materials may be renewed in person, on-line, or over the telephone. To renew by phone, the patron must either supply the title of the item, the item's barcode number, or the borrower's library card number, or they must renew all items on their card. Library staff have the authority to extend renewals as appropriate.

Holds

Library cardholders may place holds on up to 20 circulating items. Items are held for eight days after notification that the items are available.

Fees

Most Library items do not accrue overdue fines but are billed to the patron account for the replacement cost if not returned by predetermined dates. Bills are also added for damaged or incomplete items. When the total account charges reach \$5, Library privileges are suspended until resolved.

It is the policy of the Library to collect replacement charges for lost and/or damaged books. The Library also reserves the right to assess fees for copies, printed pages, sale of used books, and selected items for patron use, such as supplies and promotional material. Library staff has the authority to adjust or waive charges as appropriate.

Charges levied against Pitkin County Library for obtaining materials from other institutions will be passed along to the patron requesting materials.

A fee of ten dollars per day is assessed if a computer, projector screen or a projector is not returned following the three-day loan period. If the projector is not returned within ten days of the due date, a replacement fee for the equipment will be charged to the borrower's account.

Overdue Billing

Patrons with emails on file will receive a courtesy notice three days before the due date of an item. An item becomes overdue the day after the item's due date. An overdue notice will be sent one week after the item's

due date and again after two weeks. If the material has not been returned within 30 days of the due date, the replacement cost of the item will be billed to the borrower's account, patrons will receive a billing notice, and their account will be blocked from further checkout. An overdue item may be returned as long as the item has not been replaced or withdrawn, and the item can still be returned through the library's circulation system. Once an item has been withdrawn from the collection, the borrower can no longer return the item, and the borrower is responsible for the total replacement cost.

Unreturned, Damaged, and Incomplete Items

Damaged and incomplete items may not be accepted for return. Borrowers may not provide a replacement copy as a substitute for the payment of a lost, damaged, or billed item. If an item is lost, or if it is returned in a damaged or incomplete condition, the patron is charged the list price of the item entered in the Library database. Default replacement costs for missing items can be accessed by calling the Library at 970-429-1900.

This policy was last reviewed on February 12, 2025, by the Pitkin County Library Board of Trustees.