

CARD HOLDER RESPONSIBILITIES

A Lone Cone Library card is required to: Check out library material, request materials from other libraries and access online resources.

Borrowers present a valid library card when checking out materials and are responsible for paying any fines or other charges imposed for the late return of materials, the damage/mutilation or loss of library materials.

Parents/guardians are financially responsible for all materials borrowed on the cards of youth age 15 and under.

Borrowers are responsible for reporting any changes in the account information in a timely manner.

Borrowers should note the due dates provided for items that have been checked out.

Acceptable forms of identification and proof of address are at the discretion of library staff. The approval of a parent or guardian on the library card record is required for youth age 15 and under. Issuing a library card for youth must be approved in person by a parent or guardian at the Library at time of application. Library and staff are not responsible for the content of materials borrowed by youth. Valid identification and current proof of physical and mailing addresses must be presented when renewing expired library cards.

LOAN PERIOD AND RENEWALS

Renew items online at: <http://norwood.catalog.aspencat.info/MyAccount/> OR by calling the Lone Cone Library at 970-327-4833 during regular library hours. Items will not renew if they are on hold for another borrower.

Books and Books on CD have a loan period of two weeks. Two renewals are available unless requests/holds are on the item. No renewals are available on new titles (three months or newer).

Magazines have a loan period of one week. No renewals are available.

DVD and Blu-Ray Feature Films and Non-Fiction films have a loan period of one week with two renewals available unless requests/holds are on borrowed items. The limit for borrowing items is a combined total of five DVD or Blu-Ray items.

Downloadable eBooks, Audio eBooks and eFlicks

When available, these items have a loan period of 7, 14 or 21 days (user preference). Renewal is available three days before a title expires, the item will automatically return at the end of the checkout period. There is a limit of 20 items on your account.

Inter-library Loan (ILL) Items (SWIFT)

If you are looking for an item that is unavailable in AspenCat, you may use Swift, available on our website, to locate items in the Prospector and Marmot systems. A library clerk will be glad to assist you. Please note: Inter library loan items that are stamped "NOT RENEWABLE" cannot be renewed but may be re-ordered. Return all borrowed materials to the Lone Cone Library location. Book drops are available, one by the main entrance door and a drive up book drop towards the north part of the parking lot. There is a limit of five(5) items borrowed at a time. Items are held at the library for 14 days before being returned to their home library.

CIRCULATION POLICY

General Information

Upon obtaining a library card, a patron may borrow materials from the library, request SWIFT and AspenCat Loans, and access online resources. Patrons are responsible for all items checked out on their card.

New patrons are limited to one item until the library card is used after receiving it in the mail. Account access is:

User name- card number with no spacing

Password- your last name-lower case

FINES AND FEE SCHEDULE

Books, Audiobooks, Magazines, DVD's and Blu-Ray: no late fines are imposed, but please consider other patrons that might want to borrow an item.

Library patrons will pay retail replacement costs for materials which are lost or destroyed.

The Library will accept payment for lost or damaged materials, and fees associated with materials owned by other libraries through AspenCat and SWIFT.

The Library will not waive fees associated with materials owned by other libraries. Lone Cone Library will not issue refunds for materials owned by another library.

If the lost Lone Cone Library item is found within 90 days of payment in good condition, the patron may contact the Library for a refund. In the event that the borrower believes that an item was returned on time, the borrower should contact the library to ask staff to check for the item. If the item is not found by staff, it is the sole discretion of library personnel to grant or deny CLAIMS RETURNED status for the item.

LOST OR STOLEN LIBRARY CARDS

If the borrower's card is lost or stolen, it is their responsibility to report the loss or theft to the Lone Cone Library immediately. **A police report is required** when a patron claims materials were checked out and stolen. A new library card must be issued for lost, damaged or stolen cards; the cost for a replacement card is \$5.00. (Defective cards will be replaced at no charge.) All

charges or loans attached to the lost card will be transferred to the new card. Special circumstances may require input from additional library personnel.

The Lone Cone Library is in compliance with federal and state laws that affect library operations, including C.R.S. § 24-90-119, which states in part, "...a publicly-supported library shall not disclose any record or other information that identifies a person as having requested or obtained specific materials or service or as otherwise having used the library."

It is the borrower's choice and responsibility as to who has access to the library card for the account. A patron may allow a family member or friend to use his or her library card to check out materials, pick up materials on hold and pay fines that are outstanding on that card. The Library reserves the right to ask a borrower for photo identification to verify identity before checking out materials