DEPARTMENT: Library

RECOMMENDED ACTION AND JUSTIFICATION:
Policy for Access and Use of the Mariposa County Library Card
This is to request consent from the Board of Supervisors to approve the policy regarding the use of the Mariposa County Library Card. This policy has been reviewed by the County Counsel. This policy allows the patron to access and use the library services of Mariposa County Library. The Mariposa County Library card is the key to accessing library services. It is the library patron’s personal property and responsibility. Patrons are not to allow any other person to use their card. Patrons are held responsible for all items borrowed with their card even if they were borrowed by or on behalf of another user. This policy establishes the Mariposa County Library guidelines on privacy, the patrons’ rights and responsibilities, and possible suspension of library card privileges. See attached policy.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:
If the Board of Supervisors disapproves the Library Card Policy the County Librarian, library staff, and community would not have direction on the use of a library card for Mariposa County Library System.

Financial Impact? ( ) Yes ( ) No
Budgeted In Current FY? ( ) Yes ( ) No ( ) Partially Funded
Amount in Budget: $ 
Additional Funding Needed: $ 
Source:
Internal Transfer
Unanticipated Revenue
Transfer Between Funds
Contingency
( ) General ( ) Other

List Attachments, number pages consecutively
Draft-Library Card Policy (3 pages 1A-3A)

CLERK’S USE ONLY:
Res. No.: 05-248
Ord. No.: ______
Vote – Ayes: ______
Noes: ______
Absents: ______
Approved
( ) Minute Order Attached ( ) No Action Necessary

The foregoing instrument is a correct copy of the original on file in this office.
Date: ______
Attest: MARGIE WILLIAMS, Clerk of the Board
County of Mariposa, State of California
By: ______________________
Deputy

COUNTY ADMINISTRATIVE OFFICER:
✓ Requested Action Recommended
No Opinion
Comments: ______

Revised Dec. 2002
Access and Use

LIBRARY CARD

INTRODUCTION

Privacy Statement

The Mariposa County Library upholds the belief that all patron information and customer circulation records are considered confidential with any outside source. All your information remains entirely confidential.

With your library card comes the freedom of access to the broad range of materials offered by the Mariposa County Library System. Our library reflects the diverse interests and opinions in our community in its collections of print and audiovisual materials, as well as access to the vast resources of the Internet. We realize that all of these materials are not suitable for everyone, and the library upholds the right of each cardholder to select or reject items based on his or her individual needs and preference. We also encourage parents and legal guardians to guide and participate in their children’s use of the library. Copies of the American Library Association Bill of Rights and Freedom to Read statement are available on request.

Your library card is the key to accessing library services. It is your personal property and responsibility. You may not allow any other person to use your card. You will be held responsible for all items borrowed with your card even if they were borrowed by or on behalf of another user. Should your library card be used by anyone other than yourself to gain access to the Mariposa County library system, the card will be held by the Library until you claim it.

Your library card is free. Adults need to provide a California driver’s license, a certificate of renewal or a California I.D. card with the current address printed on the front. Residents will be asked to present the I.D. and to complete a Library card application. The parent or guardian of minor children (under 18 years of age) will need to sign the library card application.

You will also be asked if you would like a Personal Identification Number (PIN) when registering for a library card. The PIN is needed for placing your own requests, for viewing selected information in your Library Account and for accessing the Library’s Public Access Internet workstations. If you lose the card, you will be asked to pay a small replacement fee.

All borrowers must present a valid and activated library card in order to take materials out of the Library and to use many other Library services, including most electronic subscription resources. All cards are issued for the exclusive use of the holder who is responsible for all Library transactions made with the
card. Cards are not transferable. Loss or damage must be reported to the Library Circulation Desk immediately in order to avoid unauthorized use for which the borrower will be held responsible.

**Library card holders' rights and responsibilities**

You are responsible for all the materials borrowed on your card and for any charges on items that are overdue, lost or damaged. Unpaid fines and fees may be turned over to a collection agency.

**Do not lend your library card to others. Materials checked out on a card are the responsibility of the card holder.** Library cards are required in order to borrow materials. They are issued to individuals and are not to be used by another family member or person. Cards may not be honored, and can be confiscated, if found to be used by someone other than the person named on the card.

Your library card provides Internet access in the library and personal access to licensed databases from outside the library. Your card cannot be used by another person, group or institution to access licensed databases. These databases (or electronic resources) are restricted by license agreements to Mariposa County Library card holders.

If you lose your library card, report it immediately to any branch of Mariposa County Library. We will make a note in the computer so that no one can use it. There is a two dollar ($2.00) charge to replace a lost card.

If you change your address or other personal information, contact any branch of Mariposa County Library and we will update your record.

If you supply an email address, you will receive email notification for requests ready for pickup and overdues. Otherwise, you will be contacted by phone or mail. You may also sign up for ELF. ELF offers library patrons a way to keep track of their borrowed items by email or browser. Receive email courtesy notices when items are due, overdue or ready for pick up. For more information: www.libraryelf.com/?library=Mariposa

Bring your library card whenever you visit the library. **You must have your card to check out materials.** You could be asked for photo identification if the library staff is concerned that a library card is being used illegally. You will be able to use your card as identification if you borrow desk reference material for use within the library.

Children may not use an adult library card. Adult cards are able to check out "R" rated videos and use the internet without their parent or legal guardian permission. Parents may not use their children's card because of excess fines and fees.
Access and Use

SUSPENSION OF LIBRARY CARD PRIVILEGES: Library card privileges will be blocked for patrons who accumulate five dollars ($5.00) or more in fines or fees. Internet access will be blocked for patrons who accumulate one dollar ($1.00) in fines or fees.

Please use your own card to check out materials. If you forget to bring your card with you to the library, you may check out materials but must have photo identification. One look up for your library card will be done free and after that a dollar ($1.00) will be charged. For your protection, report lost or stolen library cards immediately to the library.

Each adult borrower is responsible for all materials charged in his or her name. Parents or legal guardians are responsible for materials charged by their child. Patrons may or renew materials by presenting their card in person at the library or over the telephone but will be asked a personal identifying question.

Patrons may pick up hold materials for family members or other users as authorized in the circulation system. Photo identification will be required.

Parents/Guardians: Help your child understand that having a library card means borrowing responsibly, returning library materials on time and in good condition. Parents or legal guardians assume responsibility for fines or fees that accumulate on the cards of children under the age of 18. Parents/legal guardians are responsible for guiding the selection of materials by their children under the age of 18 and assume responsibility for use of cards for children under the age of 18.

Things to remember:

The library card is not transferable.
Damaged or worn cards can be replaced free of charge.
If you move, please notify the Library so that your record can be updated.
Borrowers are responsible for all materials on their library cards. (For children under the age of 18, the parent or guardian is responsible for the child's card and materials borrowed. All fines and fees should be paid immediately.)
Please use your own card to check out materials.
A library card is needed to borrow books and other materials, renew your loans, place holds, check your library account, databases, and to use the computers.

ADOPTED BY THE BOARD OF SUPERVISORS NOVEMBER 6, 2005 RES. NO.: 05-