

EMERY COUNTY LIBRARY LIBRARY CARD POLICY

Any Emery County resident over 18 may obtain a free library card by visiting one of our eight (8) Public Library locations. The Library card can be used at any of the eight (8) libraries in Emery County, including Castle Dale, Cleveland, Elmo, Emery, Ferron, Green River, Huntington, and Orangeville.

In order to receive your library card, you must bring photo identification and verification of address to one of our Emery County libraries. If you are under 18, you will be included on your parent or legal guardians card. We do not have separate accounts for each member of a family. Under special circumstances, a patron under 18 may obtain a library card, but parental permission must be given and the parent/legal guardian is still responsible for items checked out on that account. A married child, regardless of age, must have their own library card and will not be included on their parents account.

Preferred Forms of Identification

- Valid driver's license
- Government issued card with photo
- Passport

*Utah State DL is preferred, but we accept out-of-state DL's until you can obtain a Utah DL. It will be the applicant's responsibility to get the new information to the library.

Verification of Address

To verify your current physical address, and your Post Office Box Number, bring one of the following documents along with your photo ID:

- Utility bill (phone, electric, gas, water)
- Official mail with a recent postmark (bank statements, insurance bill, etc.)
- Vehicle registration

Using and Replacing Your Card

- Please bring your card on each library visit.
- Report lost or stolen library cards immediately.
- Picture identification is necessary to replace a lost or stolen library card. Parents/legal guardians must sign a new application and provide picture ID to replace the card of a child.
- There will be a \$1.00 fee to replace a lost library card.
- Cards will be updated every five (5) years. If a card hasn't been used in five years, it will be deleted.

Non-County Residents

Non-county residents can obtain a library card by completing an application, providing acceptable identification as stated above, and pay a \$25.00 non refundable fee. The card is valid for five years and must be renewed in person every five years paying the \$25.00 fee. All library circulation policies apply to these cards.

Temporary Cards

Temporary cards can be issued to adults 18 years old or older who are not a resident of Emery County and will be in the area for 3 months or less and wish to check out items from the Emery County Library system. The adult must present acceptable identification as stated above and must fill out a temporary application. They will be charged a \$25.00 refundable cash only fee. They will be issued a temporary card which would allow them to check out 1 item at a time. Their money, application, and temporary card will be kept at the library. When they return the library material(s), have no additional fees attached, and are no longer using the library services, their \$25.00 will be returned to them and their application will be destroyed. If there are any fines or fees incurred on this card, it will be taken out of the \$25.00.

School Class Cards

School class cards may be issued after a responsible party (teacher) fills out the appropriate application. The teacher will be responsible for the items that are checked out from the library. If the teacher does not want to accept that responsibility, she may request parents to give permission for students to check out a book on their family card when they come to the library with their school class. That information must be on file at the library. The library will allow one book per student on this card, except under special circumstances which will be under the discretion of the librarian.

Information for Parents

If you don't want your children to check out library materials without you being present, let the librarian know and she will flag your account with the information you have given.

Borrower's Agreement

Emery County Public Library cardholders may borrow circulating materials, including books, videos, DVD's, CD's, and magazines.

The Emery County Library issues a library card to families and individuals. The card should be used only by the person(s) to whom it has been issued. The card must be presented by the cardholder to access his or her record. The individual or family to whom the card is issued is responsible for the following:

- The return, in good condition, of all materials borrowed
- Payment of fines and fees incurred for any overdue, damaged or lost materials (Balance over \$5.00 may result in suspension of library privileges)
- Reporting of lost or stolen card immediately
- All charges on the card until it is reported lost or stolen
- Reporting promptly any changes in name, address or phone number within 10 days of that change
- All charges on the card as the result of lending the card or library materials to another individual
- Parents or guardians of a library cardholder agree to be responsible for the above and to teach their child Library rules and guidelines to help in the use of the card

Adopted _____

Library Director

Library Board Chair

Commissioner

Approved in Commission Meeting _____

Emery County Public Libraries Library Card Application

Have you ever had an Emery County Library card? Y / N

I	F
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 Barcode

Identification and proof of address / residency _____

PLEASE PRINT CLEARLY

Name (Last, First) _____

Gender M / F

Box # _____ Physical Address _____

City, State _____ Zip Code _____

Phone # _____ Cell Phone # _____

Alternate Phone Contact – Name _____ Phone # _____

Driver's License # _____ State _____ D.O.B. __/__/____

E-mail address _____

May we contact you via email with library information? Y / N

May we contact you via text with library information? Y / N

May your children use this card to check out the following (check all that apply);

	Books
	Magazines
	Videos / DVD's
	Books on Tape / Books on CD
	Playaways

ALL LIBRARY CARD HOLDERS MUST AGREE TO.....

- Return materials when they are due.
- Be responsible for all fines, damages, losses and collection costs (including attorney fees) charged against the card.
- Report any changes in home address, e-mail address or telephone number to the Library within 10 days of change.
- Obey the Library policy regarding the Internet and computer use.
- Obey the Library policy regarding Library use.

Signature _____ Date _____

INTERNET / COMPUTER ACCESS

The Emery County Library does not monitor and has no control over the information accessed through the Internet, and cannot be held responsible for its contents. All children under 12 cannot access the internet without parent/guardian present. Children over 12 may access the internet with parent/guardian consent and signature. Use of the internet is a privilege NOT a right.

Signature _____ Date _____

I received a copy of the Library Use information provided

The following have permission to check out items on my library card;

USER DEF. (SPOUSE) 1: _____

USER DEF. (CHILD) 2: _____

USER DEF. (CHILD) 3: _____

USER DEF. (CHILD) 4: _____

USER DEF. (CHILD) 5: _____

If there are more than 4 children, multiple names may be put on lines 2 – 5.

**Emery County Public Libraries
Temporary Library Card Application**

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Barcode

PLEASE PRINT CLEARLY

Name (Last, First) _____

Gender M / F _____

Box # _____ Physical Address _____

City, State _____ Zip Code _____

Phone # _____ Cell Phone # _____

Alternate Phone Contact – Name _____ Phone # _____

Driver's License # _____ State _____ D.O.B. __/__/____

E-mail address _____

May we contact you via email with library information? Y / N

May we contact you via text with library information? Y / N

ALL LIBRARY CARD HOLDERS MUST AGREE TO.....

- Return materials when they are due.
- Be responsible for all fines, damages, losses and collection costs (including attorney fees) charged against the card.
- Report any changes in home address, e-mail address or telephone number to the Library within 10 days of that change.
- Obey the Library policy regarding the Internet.
- Obey the Library policy regarding Library use.

Signature _____ Date _____

