

# Lending Guidelines Policy

## PURPOSE

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A public library collects and makes available materials for a community. This policy establishes lending periods and limits in order to maximize access for all patrons. Responsibility for all borrowed items as well as the use of the Internet rests with the library card holder and/or the parent or guardian.

## OBTAINING A LIBRARY CARD

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- Burley Public Library residents may obtain a library card by providing photo ID and proof of address. Limited use library cards may be issued to minors until a parent or guardian approve a full access card.
- Nonresident Burley City employees may obtain a library card at no additional cost to them.
- Those who live within the boundaries of the Burley, Idaho also have access to materials at the Jerome Public Library and DeMary Memorial Library.
- Nonresidents may obtain a library card:
  - 3 months      \$11.25 + tax = \$11.93 per household
  - 6 months      \$22.50 + tax = \$23.85 per household
  - 1 year          \$45.00 + tax = \$47.70 per household
  - Summer reading cards are available for 18 and under for \$1.00 + tax per person. Checkout limitations apply 2 item checkout limit per card.
  - Computer/Internet Access only: \$12.00 + tax = \$12.72 for 1 year
  - Computer/Internet Access only: Student Access \$3.00 for 1 year
  - Computer/Internet Access only: Single use with no time limit \$6.00
  - Computer/Internet Access only: Free 20 minutes Guest Pass
- Lost or stolen cards need to be reported to the library immediately. The Library may charge a \$2 replacement fee for excessive losses.

## LOAN PERIODS AND RENEWALS

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Items	Check-out Length	Limit per Card	Renewal	Late Fines
Books/Magazines	3 weeks	Unlimited	2	\$0.25 per day per item
Books on CD	3 weeks	Unlimited	2	\$1.00 per day per item
E-Audio/E-books	3 weeks	10	Varies	N/A
DVD/Blu-ray	1 week	5	2	\$1.00 per day per item
Music CDs	1 week	Unlimited	2	\$1.00 per day per item
Special Day/Reference	1 week	Unlimited	0	\$0.25 per day per item

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Max fine per patron is \$15.

Billed Items will be the price of the material plus a \$5 processing fee.

The Library circulates a variety of miscellaneous objects (laptops, mobile hotspots, kits, etc.). For more information, please [see the catalog](#), website, or a staff member.

## RETURNS

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Items may be returned to any library participating in the LIBRI System.