

Lending Guidelines Policy

PURPOSE

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

- City of Burley residents may obtain a library card by providing photo ID and proof of address.
- Non-Resident/Burley Property Owner
A person(s) not living in the City of Burley but owns property and/or a business where they pay property taxes to the City of Burley are allowed to obtain one library card. The card will be issued under the name of the business/property owner as presented on the tax form.
The property or business owner may add up to four authorized users on the library account. Authorized users may include part owners, and minors living in the home of the owner(s). The business is liable for any loss, damage, overdue, fines, or liability of any kind regardless of who uses the card. *

* This applies to all user accounts.

- 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 by providing photo ID and providing a permanent address.
 - 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.
- Lost or stolen cards need to be reported to the library as soon as possible. The Library may charge a \$2 replacement fee for excessive losses.

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LOAN PERIODS AND RENEWALS

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

Lost or damaged items will be billed as per market value 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

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