



## PROPOSED CHANGES TO PUBLIC POLICY

Laramie County Library System (LCLS) Board of Directors intends to adopt and amend policies relating to the public's use of library facilities, materials and equipment. In accordance with the Wyoming Administrative Procedure Act (WAPA) [WY Stat § 16-3-101], the proposed changes/additions are listed below and available on the library's website [www.lclsonline.org](http://www.lclsonline.org) or at the first floor Ask Here desk, 2200 Pioneer Avenue, Cheyenne, WY 82001 until March 27, 2018.

Interested parties may send comments to Jeff Collins (Deputy Director, Public Service) at 2200 Pioneer Ave., Cheyenne, WY 82001, [jcollins@lclsonline.org](mailto:jcollins@lclsonline.org) or present views at a public hearing on March 27, 2018 at 4:00 p.m. at Laramie County Library, Coneflower Room.

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### LIBRARY CARDS

1. A library card is your account with the library. You need your library card or library card number and PIN (personal identification number) to check out materials and equipment or renew ~~items~~ materials, place holds, to add ~~dollars-money~~ to your account for future payment of printing, fines and fees, and to access public computers that have internet, databases and software. You may also ask staff to look up your account if you present a valid photo ID and verify information on your library account. This is to safeguard your personal information. Internet access is filtered as per the library's internet policy. (See INTERNET page for details).
2. Through signature on and use of the Laramie County Library System (LCLS) card issued under these policies ~~the signeryou~~ understands, acknowledges and agrees to be bound by the policies of ~~the~~ LCLS. ~~The signer~~ You further understands that the policies of ~~the~~ LCLS are subject to change and agrees that in exchange for the consideration of the use of the issued library card, ~~the signeryou~~ will be bound by any policies issued by ~~the~~ LCLS.
3. Notice of changes to the LCLS policies will be provided as required under the Wyoming law. Copies of the policies are available at a service point in any LCLS facility.
4. Responsibility – In return for the right and privilege to use the ~~Laramie County L~~ library, you are responsible for ensuring that ~~books and other items~~ library materials are returned when due; to pay promptly all fines, fees, damages or losses charged against your library card account or the library account of any minor you have signed for a library card account; and to pay collection costs and fees incurred by the library in obtaining payment of monies or the return of materials owed to the library ~~by the signee of the library card.~~
5. The following ~~items~~ describes library card privilege levels and what is required to get a library card.
  - a. Adult card (full privilege A2)
    - i. You must be at least 18 years of age.
    - ii. You must supply full identification with photo and proof of address in Laramie County. Address may not be for temporary lodging such as temporary shelters, hotels, motels, campgrounds or similar places of temporary lodging.
    - iii. Identification must be one of the following: driver's license (any state); any state identification card that is issued by a Department of Motor Vehicles; military ID (either

enlisted or dependents); passport; Magic City Enterprise ID with picture and current address; or birth certificate and original Social Security card for individuals with no picture ID.

~~iv.~~—If the identification does not contain a current address, proof of current address must be one of the following current items: check or bank statement; insurance policy; mortgage document; lease agreement; vehicle registration; tax document; official school document; document from a government agency; rent receipt; pay stub; phone bill; utility bill; doctor's bill; or any other bill.

~~v.~~iv. If you have a military ID you do not need proof of address.

- b. Limited card that allows checkout and computer access (limited privilege A3)
    - i. Limited to 4 print ~~items-materials~~ at a time.
    - ii. ~~The patron~~You must supply a photo ID as listed above.
    - iii. ~~The patron~~You ~~does~~ not need proof of address, but must have an address in Laramie County that is not considered temporary lodging such as temporary shelters, hotels, motels, campgrounds, or similar places of temporary lodging. Comea Shelter's Transitional Housing is not considered temporary housing under these guidelines. ~~The patron~~You must have a letter issued by Comea Shelter's Transitional Housing stating that ~~the person is you are~~ living in transitional housing.
  - c. Limited card that allows computer access only (limited privilege CC)
    - i. ~~The patron~~You must supply a photo ID as listed above.
    - ii. ~~The patron~~You ~~does~~ not need proof of address, but must have an address in Laramie County.
    - iii. Minors with photo ID from a school or a Wyoming Driver's License will be eligible for a library card with this privilege.
    - iv. ~~If you~~ ~~The patron who~~ already has ~~ve~~ a library card and owes ~~s~~ fines, ~~you~~ will not be allowed a second library card just for computer use.
  - d. Minor card
    - i. A parent or guardian must be present and must sign the library card. The minor will also have a space on the library card for them to sign their name. The minor must be under 18 years of age and the parent or guardian must supply full identification/proof of address as stated above under Adult card.
    - ii. Options for parent relating to access to material and the internet:
      1. JV – Minors with this privilege level on their library card may check out all material in the library except DVDs on the First Floor. Internet access is filtered at the same level as adult card (See INTERNET page for details.)
      2. J2 – Minors with this privilege level on their library card may check out all material in the library that circulates. Internet access is filtered at the same level as adult card (See INTERNET page for details.)
      3. J3 – Minors with this privilege level on their library card may check out materials on the Second Floor with the exception of teen materials. They are not allowed to check out any materials on the First Floor or Third Floor. Internet access is filtered at a higher level than an adult card (See INTERNET page for details.)
6. ~~A patron's~~Your first library card is issued at no charge. (See replacement policy).
  7. Since the age of majority (adulthood) for the State of Wyoming is 18 years of age this means minors may not be turned over to a collection agency. The library uses a collection agency when library accounts show ~~items materials~~ are more than 35 days overdue. Parents or legal guardians are responsible for their minor's library card account.
  8. ~~Those who~~ ~~if you~~ register for a library card online, ~~you~~ will have ~~48 to 72 hours~~ ~~up to 14 days~~ to pick up ~~their~~ ~~your~~ card. Picture ID, proof of address as stated in number ~~4~~ ~~5~~ above, and signature are required at the time of pickup of the library card.
  9. If ~~a patron~~ ~~you~~ presents a library card from LCLS and ~~is~~ ~~are~~ unable to check out ~~a~~ ~~materials~~ ~~s~~ ~~type~~ due to restrictions or privilege level, ~~they~~ ~~you~~ may not use a card from another WYLD library to circumvent LCLS policies.

10. **Lost or Stolen Library Cards** – You are responsible for all materials or equipment checked out on your library card up to the date you report, **in writing**, to Laramie County Library System that the card was lost or stolen. Written notification may be given via email to [circstaff@lclsonline.org](mailto:circstaff@lclsonline.org), U.S. Postal Service or delivered in person to the Cards & Accounts Desk. To temporarily deactivate the card immediately call the LCLS Cheyenne Cards & Accounts Desk at (307) 634-3561. Written notification is still required for a permanent deactivation.
11. **Replacement Library Cards** – ~~The patron~~You must complete a replacement library card application and a photo ID is required. ~~There is a~~A fee of \$3 ~~is charged~~ to replace a stolen, lost or damaged library card.
12. **Cancelling a Library Card Account** – Written notification is required to cancel a library card. Until you have cancelled a library card account in writing you are responsible, even for a minor who has now turned 18, until you notify the library in writing. Written notification may be given via email to [circstaff@lclsonline.org](mailto:circstaff@lclsonline.org), U.S. Postal Service or delivered in person to the Cards & Accounts Desk.

Adopted April 25, 2017 by the Laramie County Library System Board of Directors.

### **FEES, LOAN PERIODS AND LIMITS**

~~You need your library card or must know your library card number and PIN (personal identification number) to check out materials and equipment or renew materials, place holds, to add dollars to your account for future payment of printing, fines and fees and to access public computers that have internet, databases, and software.~~

For the fair, smooth operation of the library and to make sure that materials and equipment are available in a timely fashion, fees, loan periods and limits are established as follows:

| <u>Print Materials</u>          | <u>Loan period</u> | <u>Limit</u> | <u>Fee</u> | <u>Overdue Fee</u> |
|---------------------------------|--------------------|--------------|------------|--------------------|
| Most non-fiction books          | 21 days            |              |            | \$0.10/day         |
| Most fiction books              | 21 days            |              |            | \$0.10/day         |
| Children's book & cassette sets | 21 days            | 8            |            | \$0.10/day         |
| New adult fiction               | 7 days             |              |            | \$0.10/day         |
| Periodicals (magazines)         | 7 days             |              |            | \$0.10/day         |

| <u>Audiovisual (AV) Materials</u> | <u>Loan period</u> | <u>Limit</u> | <u>Fee</u> | <u>Overdue Fee</u> |
|-----------------------------------|--------------------|--------------|------------|--------------------|
| Books-on-tape                     | 21 days            | 16           |            | \$0.10/day         |
| Books-on-CD                       | 21 days            | 16           |            | \$0.10/day         |
| Books-on-CD MP3 format            | 21 days            | 8            |            | \$0.10/day         |
| DVD                               | 4 days             | 4            | \$2/item*  | \$1/day            |
| Blu-ray                           | 4 days             | 4            | \$2/item*  | \$1/day            |
| Video games                       | 4 days             | 2 per format | \$2/item*  | \$1/day            |
| Music CDs                         | 7 days             | 8            |            |                    |

\*AV fees include tax

| <u>Equipment</u>     | <u>Loan period</u> | <u>Limit</u> | <u>Fee</u> | <u>Overdue fee</u> |
|----------------------|--------------------|--------------|------------|--------------------|
| Overhead projector   | up to 4 days       | 1            | \$5/day    | \$5/day            |
| 35mm slide projector | up to 4 days       | 1            | \$5/day    | \$5/day            |
| Screens              | up to 4 days       | 1            | no fee     | \$1/day            |
| eReader              | 14 days            | 1            | no fee     | \$1/day            |

| <u>Equipment for use in library meeting rooms</u> | <u>Loan period</u> | <u>Limit</u> | <u>Fee</u> | <u>Overdue fee</u> |
|---|--------------------|--------------|------------|--------------------|
| TV/VCR/DVD player                                 | per meeting        | 1            | \$ 5.00    |                    |
| Laptop w/AV cart                                  | per meeting        | 1            | \$20.00*   |                    |

|                              |             |   |           |
|------------------------------|-------------|---|-----------|
| Easel                        | per meeting | 1 | no charge |
| Overhead projector           | per meeting | 1 | \$ 2.50   |
| 35mm slide projector         | per meeting | 1 | \$ 2.50   |
| Projector – permanent        | per meeting | 1 | no charge |
| Microphone                   | per meeting | 1 | no charge |
| Piano (Cottonwood Room only) | per meeting | 2 | \$10.00   |

\*A credit card is required for use of these items.

| <u>Faxing (8.5 X 11 size pages only)</u>  | <u>Fee</u>      |
|---|-----------------|
| Sending local, long distance or toll free | \$0.50 per page |
| Sending international                     | \$3.00 per page |
| Receiving a fax                           | \$0.10 per page |

Fees (see also LOST/DAMAGED MATERIALS POLICY)

|   |   |
|---|---|
| Material or Equipment returned without barcode  | \$1   |
| Material or Equipment returned without RFID tag | \$2   |
| Lost material                                   | Cost of item plus a processing fee  |
| Damaged material – returned to library          | One-half of cost of item plus processing fee  |
| Damaged material – not returned to library      | Cost of item plus a processing fee  |
| Lost or damaged equipment                       | Cost of equipment or cost of repair (if repair restores equipment to full function) |

3D printing – refer to 3D PRINTING policy for specific costs.

NOTE: All materials or equipment checked out on the bookmobile are due in 28 days.

- 1. Responsibility** – In return for the right and privilege to use the Laramie County Library, you are responsible for ensuring that books, material and other equipment are returned when due; to pay promptly all fines, fees, damages or losses charged against your library card account or the library account of any minor you have signed for a library card account; and to pay collection costs and fees incurred by the library in obtaining payment of monies or the return of materials owed to the library by the signee of the library card.
- 2. Renewals** – Most materials may be renewed twice unless another borrower has placed requests on the materials. This includes using the renewal function and/or checking materials in and checking out again. Materials may be renewed at any Self Check station, on any WYLDcat terminal in the library, via WYLDcat through an internet connection or over the phone during normal business hours. Materials that have rental fees must be renewed in person at the library or by phone.
- 3. Rental Fees and Rental Details** – Rental fees are charged for DVD, Blu-ray, and video game materials. Juveniles and adults may check out these materials if the privilege on their library card permits (see LIBRARY CARDS). Refunds or exchanges will not be made due to selection error by patrons.
- 4.3. Rentals** – DVDs and Blu-rays are intended for use with a standalone DVD and/or Blu-ray player and television. ~~Laramie County-The~~ Library does not guarantee a DVD or Blu-ray will work on your computer. No refunds will be given for DVD or Blu-ray rentals that are being used on a computer and do not work. ~~Laramie County-The~~ library will not be responsible for any damage to personal computer equipment, software, or data.
- 5.4. Overdue Fees** – For most materials, daily overdue fees of \$0.10 per item are charged. eReaders, DVDs, Blu-rays and all versions of video games carry overdue charges of \$1.00 per day. ~~The library will notify you~~ ~~Patrons will be notified~~ by email or mail that materials or equipment are overdue on the 7<sup>th</sup>, 14<sup>th</sup> and 21<sup>st</sup> day an item is overdue. If unpaid fees are \$10.00 or more, ~~staff must ask the patron to you will need to pay some of the fee enough to get your fees below \$10.00.~~ ~~If the patron is unable to pay then a supervisor must be called to approve check out.~~
- 6.5. Collection Fees** – When ~~a~~ materials or equipment ~~is~~ are 35 days overdue or damaged materials or equipment are not paid for, ~~the library turns over~~ the account ~~is turned over~~ to a collection agency. ~~You~~ ~~The borrower~~ are responsible for paying ~~pays~~ all collection agency fees. There is a \$20.00 fee each time an account is

turned over for collection. ~~Any borrower with an account sent to collection~~ You will not be able to check out any material or equipment until the account is cleared.

~~7.6.~~ **Lost and Damaged Materials or Equipment** – ~~Patrons~~ You are responsible for all items checked out on ~~their~~ your library card. The parent or guardian signing a minor's library card application form is responsible for all items checked out on the minor's card, even if the minor has reached the age of majority. ~~The library cardholder~~ You is are responsible for the replacement cost of any lost library materials or equipment.

Damaged equipment will be the entire cost of the equipment whether returned to the library or not. If the equipment can be repaired to full usefulness, ~~the patron~~ you may be charged for the cost of repair. (See LOST/DAMAGED MATERIALS POLICY)

~~8.7.~~ **Refunds of \$10 or less** – Refunds of \$10.00 or less will be credited to ~~the patron's~~ your account. Refunds over \$10 will be issued via check following the next regularly scheduled board meeting or credited to ~~the patron's~~ your account. If issued refund checks are not cashed or do not clear the bank within 6 months of the issue date, the funds will be considered a donation to the library.

~~9.8.~~ **Request Services** – A request may be placed at any public desk or via WYLD Cat on any item in the library's collection that is checked out. A fee of \$.50 is charged to the patron's library card for each request that is not picked up.

~~10.9.~~ **Interlibrary Loans and Holds** – Materials that are not owned by LCLS may be borrowed from another library in Wyoming or from libraries across the United States via interlibrary loan (ILL). A \$2 fee will be charged for ILL requests. Requests may be placed via WYLD Cat or at an 'Ask Here' service point in the Cheyenne library or the public desk at any branch. Fees charged by the loaning library are the responsibility of the borrower. A fee of \$.50 is charged to the borrower's library card for each request that is not picked up. This fee also applies to Holds that are not picked up. Overdue fines are \$1.00 per day for items borrowed from the University of Wyoming or libraries located outside of Wyoming. Overdue fines for items borrowed from libraries within Wyoming varies. The limit of outstanding requests and checked out interlibrary loan materials is 8, excluding magazine and journal articles.

~~11.10.~~ **Copyright Law** – The copyright law of the United States (Title 17 U.S. Code) governs the reproduction of library materials which are copyrighted. The person making the copy is responsible for any copyright infringement.

~~12.11.~~ **Homebound** – ~~patrons~~ If you ~~who~~ receive homebound services from the library ~~where they live,~~ have you are exempted from the following ~~exceptions to the above~~ policies:

- a. All materials checked out to a "homebound" library card check out for four weeks.
- b. No overdue fees are charged.
- c. Number of items allowed per visit is determined by the library employee responsible for this service, except for DVDs with a limit of 8.
- d. There is no charge for DVDs.
- e. No DVDs that are shelved in the new section of the Audiovisual Collection may be checked out to a "homebound" library card.

Adopted April 25, 2017 by the Laramie County Library System Board of Directors.