



## Ephraim Public Library Circulation Policy (Effective October 30, 2021)

**General Policy:** Residents of Ephraim City, Manti, or Mt. Pleasant may obtain a library card for \$1.00 to cover the printing cost of the card. Replacement cards will also cost \$1.00. Cards must be present when materials are checked out. Library patrons who are not residents of Ephraim City, Manti, or Mt. Pleasant may be required to pay an additional fee as outlined below. In order for patrons to obtain a card, they must be able to present identification to verify their correct name and current address. A rental agreement, utility bill, or tax notice showing their name and current address, in addition to their driver's license, would be considered proof of residency. Library card users will be asked for the following information when registering for a library card: name, address, phone number, ID information, birth date and email address. We will ask for parental information, including name and ID, for minor children's records. We will record this information in your digital record and by providing this information you agree to the terms of this policy. All information is retained in the patron record in order to contact and identify the patron. This information is not shared or released without due legal process. To maintain current usage statistics required by the State Library, cards will be deleted after two years if they have not been used during that time. Cards come up for renewal once a year due to contractual licensing for our digital collections through the State Library. This also allows for updates to the patron record if needed.

**Out of Town Patrons:** Patrons whose property taxes do not support the Ephraim Public Library will be charged an annual \$10.00 user fee with the exception of Mt. Pleasant and Manti residents, who are part of the Central Utah Collaborative Integrated Library System implemented in the Spring of 2013.

**Snow College Students:** Students may purchase library cards according to this policy for \$5.00 a year, but must present the information described above and list their current address as well as their home address, home telephone number, and name and address of their parents. Snow College students may use their student identification card or valid driver's license as identification.

**Checkout Terms:** All circulating items, except video media and music CDs may circulate for two weeks and may be renewed twice if the item is not reserved for someone else. Video media and music CDs circulate for one week and are limited to three items per checkout and may be renewed one time if there are no requests on the items. The checkout limits for all items are 20 on an adult card and 10 on a minor card. **The Parent or Legal Guardian holds sole responsibility for their minor child's use of the library, including access to the computers and items borrowed by a minor under the age of 18. It is not the role of the library or library staff to police patrons check out regardless of age as we do not act in the place of a parent. Movie ratings are a recommendation and not determined by law but the MPAA. No attempt will be made by a staff member to restrict the checkout of material to a minor child. We strongly encourage parents to be involved with their children in the selection of library materials.**

**Fines:** Except for video media and music CDs, fines for overdue materials are \$0.10 per day per item. If an item is overdue for 30 days, the status of the item is set to "lost" which makes the borrower responsible for replacement cost of the item and a \$5.00 processing fee. The maximum overdue charge for any item is \$2.00, and if lost items are returned to the library, the patron will be charged \$2.00 in overdue fees per lost item. Items that are damaged will be charged for the cost to repair or replace the damaged items. **Fines for overdue media and music CDs will be \$1.00 per day per item. Once fines reach \$5.00 or more, the patron will not be allowed to check out additional items until the fine is below \$5.00.**

Approved Rachel Keller Date 10-15-2021