



CHAPTER 3: CIRCULATION POLICY

Adopted by the Board of Trustees September 1987
Revised in August 1990; January 1998; January 13, 2000;
February 7, 2002; April 10, 2007; and July 17, 2007,
June 2009, January 2014, July, 2017

1. Registration

- A. Library cards are issued at no charge to residents of Natrona County. Cards showing excess wear due to normal use are replaced at no charge, however a fee may be charged for replacement of lost, stolen or damaged cards.
- B. ADULTS (18 years of age and older): Identification must be presented which shows name and a current, permanent, local street address.

A picture ID such as a Driver's License or government issued ID card and proof of residency is required for a full use card.

- C. MINORS (17 years of age and younger): A minor's parent or legal guardian must appear in person and guarantee the application. Guarantors with current Wyoming library cards must be in good standing.

Guarantors who are not already registered borrowers must present the same ID that is required for adult registration.

2. Types of Cards

- A. Adult 01AD
A full use card for those 18 and older.
- B. Juvenile 01JV
A full use card for those 17 and younger.
- C. Family 01A2
A family may opt to get one family card instead of individual cards. The number of items allowed on this card is increased.

D. Temporary 01TM

Individuals who cannot provide proof of residence or who do not otherwise qualify may obtain a temporary card by paying a \$25.00 deposit. The deposit will be refunded when the individual qualifies as a resident or when all materials borrowed are returned and the patron indicates he/she is leaving the area.

Individuals who are living at a temporary address may be eligible for borrowing privileges at no charge if the residence is governed by a board of directors which will assume financial liability. In this case, the individual must present a letter from the residence administrator requesting that the card be issued and stating any limitations. The temporary card will be issued for a three-month period and will allow check out of up to three items at the discretion of the residence board of directors.

E. Organization/Company/Outreach 01OR

Company/organizational cards will be issued free to any company/organization in Natrona County. The company/organization will be responsible for all material checked out on the card and any fines that occur. These cards will be used for company/organization business only.

F. Staff 01SF

A full use card for NCPL employees

G. Teacher 01TE

Teachers and Home-schooling Parents may request a "Teacher Card" which allows an increased number of items and extended checkout.

H. Homeless Student 01ST

Students referred by NCSD #1's Homeless Liaison will be issued a card that allows checkout of three books or magazines.

I. Books by Mail 01BBM

Homebound patrons 30item limit no fines accounts won't go to collection.

J. NonCirc 01NCIRC

Noncirculating for computer use only

4. Statewide Borrowing Privileges

An individual who has a current registration in any Wyoming library which participates in the Wyoming Library Database (WYLD) may borrow materials from Natrona County Public Library if the card is not delinquent.

5. Loan Practices

- A. All loan periods shall ensure maximum public use and shall be in accordance with standard library practice.
- B. Refer to the Circulation Policy in the ILS (integrated Library System) Circulation Map for current loan periods and restrictions on the number of items that may be borrowed.
- C. Some materials are for in-library use only and are not loaned.
- D. Interlibrary loan materials will be checked out according to the lending library's instructions.

6. Fines, Fees and Abuse of Privileges

- A. The library may impose such penalties as it deems necessary in order to assure fair use of its services or to ensure return of borrowed materials and fines are paid. Failure to return materials may result in the loss of borrowing privileges until the materials are returned.
- B. Charges that accumulate on lost or stolen cards prior to the date of notification of loss by patron will be the liability of the cardholder.
- C. The Library Director and his designees have authority to reduce or forgive fines and fees.