

# Carbon County Library System

## Library Card Policy

A Carbon County Library System Library Card may be used at any of the eight locations in the county or at other WYLD libraries across the state. These libraries are listed in the WYLD CAT online catalog. Applications may be completed at all eight locations.

The Carbon County Library System recognizes the following library cards: Resident Cards, WYLD Cards from other libraries in the state, Non-Resident Cards, Institutional Cards, and Outreach Cards.

### Resident Cards

Residents of Carbon County are eligible for a library card by filling out an application, and by providing a government issued photo ID and proof of current Carbon County residency. A current driver's license will suffice for both. If the government issued photo ID does not show a current address, one of the following items may be used as proof of residency:

- Printed check
- Current bank statement
- Current bill received by mail
- Current car registration
- Mortgage payment coupon or rent receipt
- Lease agreement
- Payroll check with printed address
- Letter received by mail
- Other proof at director's discretion

New card holders have a two month probationary limit of ten items checked out at a time. The probationary limit will be waived for WYLD Card members in good standing who obtain resident cards.

Children 5-17 years of age must have the application form signed by a custodial parent or court-appointed legal guardian with a valid Carbon County Library Card. If the parent or guardian has no library card, then adult photo ID and proof of residency are required.

Children applying for a Carbon County Library card whose parents have a card in good standing will be added as a regular customer. They will not have a probationary period.

Seasonal residents who have both a Carbon County residence and an out-of-state residence are eligible for a regular library card.

Application forms must be signed in person in the presence of library staff.

### WYLD Cards

Wyoming customers who are not Carbon County residents may borrow materials from any Carbon County library location under the state "WYLD Card Policy" with the same checkout privileges as Carbon County residents. Under these policies, they must have a current valid WYLD library card from another library, be in good standing including fines under \$5.00, and must present the library card. Customers not in good standing will not be allowed to check out. Fines over \$5.00 must be paid to the library where the fines were incurred.

### **Non-Resident Cards**

Applicants who do not have proof of Carbon county residency are eligible for a limit of two items checked out at a time with a \$25.00 deposit. Contact information is required. Library cards must be shown at the time of checkout.

Upon surrender of the card, the return of all items in good condition, and all fines/fees paid, the deposit will be refunded.

Once residency is established, customers may receive a resident card.

### **Institutional Cards**

Institutional cards may be issued to schools, churches, government agencies, non-profits and businesses located in Carbon County. The head of the organization must agree to be responsible for all use of the account and present a business card or nametag listing their title in addition to acceptable photo ID. The head of the organization is the director, CEO, principal, president, chair, or organization leader.

The head of the organization is responsible for designating individuals allowed to use the account.

Institutional card customers have the same checkout privileges as Resident card customers.

### **Outreach Cards**

Outreach cards are set up by library staff for daycare bags, Senior Center visits, qualifying homebound individuals. Checkout privileges are different than Resident Card privileges.

### **Special Situations**

Applicants who cannot meet the requirements for any of the above cards will have available Read and Return books until which time they can meet the requirements.

Exceptions to this policy may be made at the discretion of the Director for residents living immediately outside Carbon County borders (i.e. Baroil, Wamsutter, and Craig) or who are not covered by this policy.