



Library Card Policy

BOARD POLICY

Pikes Peak Library District (PPLD) is committed to providing equitable access to resources and to maintaining patron convenience and satisfaction when using the collection. Library cards are issued to provide access to physical and digital collections and other PPLD resources.

DISTRICT PROCEDURES

- A. A PPLD library card may be obtained and used at any PPLD facility by patrons of all ages. The initial card is free.
- B. Library accounts must be renewed every three years from date of issue. This allows the library to update patron account information.
- C. Expired library accounts are periodically deleted from the system after a minimum of three years of inactivity.
- D. Adult applicants must present valid identification, proof of address, and date of birth before a library card will be issued. A limited access account may be issued if identification and proof of address are not available.
 - Parents or legal guardians accompanying minor applicants must present their own valid PPLD library card or verification of address to obtain an account for the minor.
 - Unaccompanied minors can apply for a PPLD account and the library card will be mailed to the home address. Until address is confirmed, a limited access account will be issued.

Patrons will only have one PPLD account unless they also have a student PowerPass account or an Educator account.

- E. People in temporary living arrangements with no permanent residence may be issued a limited access resident card. People in extended stay arrangements who are moving to the Colorado Springs area may also be issued a limited access resident card until they have a permanent address.

- F. Most PPLD items do not accrue overdue fines but are billed to the patron account for the replacement cost if not returned by predetermined dates. Bills are also added for damaged or incomplete items. When the total account charges reach \$10, borrowing privileges are suspended until resolved. PPLD does not accept items the patron purchased as a replacement for lost or damaged items.
- G. Patrons accept full responsibility for the materials they borrow. Bills and fees remain the responsibility of the account holder, even if the card is loaned to another individual. All items checked out with a library card prior to the date of being reported lost or stolen are the financial responsibility of the patron. Patrons should inform staff of any damage to an item or missing components before checking it out.
- H. PPLD is not responsible for damage caused to patron playback equipment by DVDs, Blu-rays, CDs, or other audiovisual materials.

TYPES OF CARDS

A. Resident Card

A Resident Card provides full borrowing privileges and resource access and is issued to any resident or property owner living within PPLD's service area, which covers all El Paso County, excluding Widefield School District. Owners of property that is within the service area, but who live outside the service area, are also eligible for a resident card.

B. Colorado Libraries Collaborate Card

PPLD participates in the network of libraries throughout the state that make up the Colorado Libraries Collaborate (CLC) program. Through the CLC program, member libraries extend lending privileges to patrons of other [CLC member libraries](#). State residents outside of PPLD boundaries may obtain library cards at any participating library. A PPLD non-resident card is issued with borrowing privileges for physical items and remote access to some online resources. Access to other resources and most licensed databases is only available to CLC cardholders within PPLD facilities. Interlibrary loans and purchase requests are not available to CLC cardholders.

C. Other types of library cards are available to address specific situations. Such cards include but are not limited to: Business/School/Organizations; Visitors; Educators; Homebound Patrons; PowerPass student e-accounts; Staff; and cards with reduced checkout limits.