



Pikes Peak Library District Library Cards

BOARD POLICY

Pikes Peak Library District is a tax-supported institution. Pikes Peak Library District (PPLD) is committed to removing barriers in providing equitable access to materials and to maintaining convenience, speed, ease and satisfaction in loaning materials.

A Resident Card is issued to any resident or property owner of El Paso County (excluding residents in the Security Public Library service area). A PPLD resident card will be issued with full borrowing privileges.

Pikes Peak Library District participates in the network of libraries throughout the state that make up the Colorado Library Card (CLC) program. State residents outside of PPLD boundaries may obtain library cards at any participating library. A Pikes Peak Library District non-resident card will be issued with borrowing privileges for physical items and access to some online resources. Access to other resources and most licensed databases is only available to CLC cardholders at PPLD facilities. Interlibrary loans are not available to CLC cardholders.

I. DISTRICT PROCEDURES

- A. A PPLD library card may be obtained and used at any PPLD facility. The initial card is free and a replacement fee of \$1.00 is charged for lost cards. Fines or fees remain the responsibility of the account holder, even if the card is loaned to another individual. All items checked out on the card prior to the date of it being reported lost or stolen are the financial responsibility of the patron.

Patrons may only use their own library card to use library computers.

All library card privileges must be renewed every three years from date of issue. This is to allow library staff an opportunity to update patron contact information.

Expired library cards are periodically deleted from the system after a minimum of three years of inactivity.

II. TYPES OF CARDS

A. Resident Card

A Resident Card is issued to any resident or property owner of El Paso County (excluding the Security Public Library service area). A PPLD 400 series card will be issued with full borrowing privileges.

B. Colorado Library Card

The Colorado Library Card (CLC) program involves a network of libraries throughout the state. State residents outside of PPLD boundaries may obtain library cards at any participating library. A PPLD 700 series card will be issued with full borrowing privileges. However, access to certain licensed databases is only available to CLC cardholders at PPLD facilities. Interlibrary Loans are not available to CLC cardholders. PPLD offers 700 series cards to military personnel on temporary assignment and deployed or deploying military members regardless of any prior affiliation to PPLD or Colorado for the purpose of accessing Overdrive e-material content.

C. Business/School/Organization Card

A business, school, or organization is an entity with a charter, incorporation and/or legal establishment. A member of a business, school, or organization within PPLD boundaries may be issued up to three library accounts that may be used by any authorized member of the entity. A person in charge of the operation of the entity must agree to be responsible for transactions, fines, and fees incurred on the account.

D. Visitor Card

A Visitor card may be issued to anyone who is not a resident of Colorado. A PPLD 700 series card will be issued with a checkout limit of ten items. The card expires in three months but may be extended an additional three months if additional time is requested by the patron.

E. Staff Card

PPLD staff cards are issued to PPLD employees who need to check out work-related materials in order to fulfill their job requirements. Supervisor approval is required. The card is fine exempt and has no renewal limit, unless the items are on hold for another borrower. Card usage may be monitored by management and does not fall under the confidentiality policy.

F. Homebound Patrons

Extended loan periods are provided to patrons who are physically incapacitated and unable to regularly visit the library. The homebound patron is typically represented by another individual to act on their behalf. Due to the extended checkout period, no renewals are given to homebound patrons.

III. GUIDELINES

- A. To protect both individuals and the library's collection of materials, eligible patrons must present valid identification and proof of address before a library card will be issued.
- B. An adult is required to furnish picture identification for verification of name as well as proof of current street address.

An adult who presents an acceptable ID but is unable to verify address may be issued a card. Until address is verified, the patron will be allowed a one-time checkout of three items.

- C. A minor accompanied by a parent/guardian may be issued a card upon presentation of a PPLD library card or alternate verification of address from the parent/guardian. If the parent/guardian does not have verification of address, a note will be put on the account that proof of address is needed and checkouts will be restricted to a one-time checkout of three items.

A minor unaccompanied by an adult may be issued a card. The minor will be allowed a one-time checkout of three items. The library card will be mailed, along with a welcome letter from the Children Services Division Head, to notify the parent/guardian that a card has been obtained and to verify address.

A minor age 16-18 with a valid picture ID and proof of address may be issued a library card without sending notification to the parent/guardian. If the minor provides documentation (such as proof of emancipation) that the parent is no longer responsible, the minor will be responsible for providing a valid picture ID and proof of address as required for an adult.

Minors living in a temporary shelter must provide a letter, on letterhead, from the shelter verifying their residence and indicating responsible individual, prior to being issued a library card.

- D. People in temporary living arrangements such as COMCOR, foster shelters, group homes, etc. who have no other permanent residence may be issued a resident card with a 3-month privilege expiration date. This enables us to keep the contact information up-to-date until permanent housing is established. People in extended stay hotel arrangements who are moving to the Colorado Springs area may also be issued a resident card, with an appropriate privilege expiration date up to a maximum of 3 months, until they have a permanent address.

- E. Students of local higher education institutions who are out-of-state residents may obtain a resident PPLD card. A student ID may be used as identification if the student resides in a dormitory. Permanent address information is also included on the account.