

LINCOLN COUNTY LIBRARY SYSTEM

Circulation Policies

Issuance of Library Cards

All materials are circulated on the basis of a free library card system regardless of employment or financial status, age, or any other factor; therefore, anyone can be a holder of a library card. Potential patrons may fill out the application forms at the circulation desk of the local branch. Library card application forms may also be downloaded from the library's website. Youth under the age of 18 will be required to obtain a parent's or legal guardian's signature. Seasonal residents must list an alternative address.

When a new library card is issued, the patron will be given an informational brochure and a PIN.

The Lincoln County Library System will use the uniform borrowing standards as stated in the WYLD CARD Policy (05/06) for patrons who are borrowing from a library other than their home library.

Limits on Checking Out Materials

The following limits will apply: New books – 10; DVDs – 10 (Alpine, Thayne and Star Valley), and all else is 50.

Check-out Period

All materials are checked out for three weeks with the following exceptions: ILL, 30 days; AV equipment, one day. Library staff may check out materials for an extended period upon patron request.

Renewal

Materials may be renewed 2 times with the following exceptions: AV equipment, 0 renewals; On the Fly, 1 renewal. ILL renewals will be at the discretion of the ILL staff person. Library staff may use their discretion and manually override any renewal limit except for materials that are on reserve for another patron.

Overdue Notices

When an item is three weeks overdue, an overdue notice will be generated.

Bill for Replacement

When an item is six weeks overdue, materials will be assumed lost and a bill for replacement will be sent to the patron. The patron's library card will be blocked until either the items are returned or the bill is paid.

Lost Materials

If a patron loses a book or other material belonging to the library, s/he will be charged the list price replacement cost of the book. If a patron pays for an item that is later found, the item remains the property of the patron.

Circulation of Periodicals

Patrons may check out current issues of periodicals at the Cokeville and LaBarge branches because of the limited number of hours that they are open. Patrons may not check out current periodicals at the Kemmerer, Thayne, Alpine or Star Valley branches.

Shared Purchases

Circulation parameters for items purchased and made available statewide through the WYLD consortium are established by the vendors.

Library privileges may be suspended or terminated if a patron habitually abuses the circulation policy of the Lincoln County Libraries.