

Basalt Regional Library District

Library Services Policy

Board Policy

It is the policy of the Basalt Regional Library District's Board of Trustees to serve our taxpayers by providing relevant services.

Administrative Policy

In order to accomplish our mission to be a resource center providing collections, services, technologies, programs and information for our community and visitors, the Basalt Regional Library District will strive to protect our community's investment while providing a variety of services.

Procedures

Basalt Regional Library will be open no fewer than 51 hours each week, excluding holidays and regular closings and will provide relevant library services.

DEFINITIONS OF PATRONS

In-District patrons reside within the legal taxing district of the Basalt Regional Library District and provide property tax dollars for the support of the library. District boundaries are illustrated on the attached district map. Patrons residing within the library district will be asked to verify their physical address by providing verification of their physical address.

Out-of-District patrons do not reside within the legal taxing district of the Basalt Regional Library District and provide no financial support to the library.

Temporary patrons may reside within the legal taxing district of the library, but do so for a limited amount of time—typically less than 6 months. Temporary patrons may have a maximum of two items checked out at any one time.

Guests are defined as anyone not listed above. Guests wishing to use a public computer may purchase a computer guest pass/login code at a rate of \$2 per hour. Guests may also use the Library's materials and wireless internet (on their personal laptop) within the Library at no charge.

HOW TO GET A LIBRARY CARD

How to get a library card

Step 1. Visit Basalt Library and bring with you the following documentation:

Government issued photo id such as:

- Driver's license
- Student id
- Passport
- Permanent resident card
- DMV-issued id card

Verification of current physical and mailing address:

- Current utility bill
- Valid Colorado driver's license
- Valid vehicle registration
- Voter registration card
- Pay stub with printed address
- Medical ID with address
- Printed checks
- Credit card or bank statement with address
- Court-issued documents
- Mortgage paperwork, lease, or rent receipt or property deed
- School transcript

Step 2. Complete the application form. Patrons 17 and under must be accompanied by a parent, guardian, or adult who will be responsible for items checked out on the account and will sign the application form.

Step 3. After verification of identity and addresses a library card will be issued to the patron.

Step 4. Pick up your library card at the Patron Services Desk no sooner than one week after applying for a card. Patrons may use their ID and library card number for library services while waiting for their card.

Step 5. Update your library card annually and pay out of district and/or temporary fees if applicable.

Replacement cards are \$5 each.

CIRCULATING MATERIALS

Books for Everyone: BRLD has over 50,000 books in a wide variety of subjects and genres from which to choose; including Spanish books, Large Print books, and an Oversized collection.

Audiobooks (at the Library and from Home)

We have a large collection of unabridged books available on tape, CD, MP3CD, playaways, and in downloadable formats.. The downloadable audiobooks are available from any computer with your Basalt Library card through the Marmot Overdrive Collection or the OneClick Digital collection. Basalt Library has Sony Walkman MP3 players and MP3CD players available for check out at the Patron Services Desk.

eBooks (at the Library and from Home)

The Marmot Overdrive Collection has made approximately 1000 electronic books (eBooks) available to the Western Slope. These are available through the Internet and may require a special eBook reader device. Basalt Library has 5 Sony e-readers available for check out at the Patron Services Desk.

Children/Young Adults

The Library has an extensive children's collection, which includes easy readers, audiobooks, DVDs, music CDs, award winners, Spanish language books, chapter books, young adult books, graphic novels, and reference books.

Magazines and Newspapers

There are over 75 magazines and newspapers from which to choose. Current issues must be enjoyed in the Library, while back issues of magazines may be checked out by patrons.

DVDs and Music CDs

The Library has an extensive DVD collection featuring both fiction and non-fiction movies. Our Music CD collection is impressive and contains popular titles as well as classical music.

SERVICES & FEES

Printing/copy charges are \$.20 per page for black/white copies and \$.50 per page for color copies. Wireless printing is available on the Library laptops, but not on personal laptops.

Faxing fees are \$1 per page for domestic faxes and \$2 per page for International faxes.

Scanning charges are \$.10 per page for staff-assisted scanning of documents.

Please see the Meeting Room Policy for information on renting a meeting room at the Library.

Test Proctoring fees are \$10 per test and must be scheduled in advance.

COMPUTER SERVICES

Computer Workstations

The Library offers computer/Internet workstations free of charge to In-District, Out-of-District, and Temporary patrons.

Internet Search Services — The Library has access to numerous databases and electronic resources including downloadable audiobooks, e-books, and services for children and adults. A complete list of resources can be found on the library's website.

Wireless Internet Access - Available for free, 24/7

Approved this 12th day of December, 2011 by:

Board President, Judy Royer

Witnessed by: Board Secretary, Karen Hillebrand