

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:

The Basalt Regional Library District will strive to protect our community's investment while providing a variety of services to the public, including but not limited to: materials circulation, reference data, technologies, expansive programming, meeting spaces and community services (e.g. printing, copying, test proctoring). 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 Basalt Regional Library District. District boundaries are illustrated on the linked district map. Patrons need to show government issued photo ID and proof of their physical address.

Out-of-District Colorado patrons do not reside within the Basalt Regional Library District but have a physical residence in the state of Colorado. Patrons must show a government issued photo ID that matches the patron's physical address.

Patrons with no physical address, or with a physical address that does not match their ID, may opt to receive proof of mailing to general delivery or to a different address.

Temporary Patrons do not permanently reside in Colorado but have a local contact address. They must show government issued ID and provide a local address.

Temporary patrons may have a maximum of five items checked out at any one time.

Guests are visitors who wish to use a public computer but do not have a Basalt Library card. They may purchase a \$1 computer guest pass/login code that will allow them 2 hour usage of library computers. 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:

Patrons must present their own library card for checking out materials.

Anyone aged 3 years or older may apply for a library card.

Step 1. Anyone wishing to apply for a library card must complete an application and show a government issued photo ID such as:

- Driver's license
- Student ID
- Passport
- Permanent Resident card
- DMV issued ID card

Patrons under 19 years of age 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.

Replacement cards are \$2.00 each.

CIRCULATING MATERIALS:

Books for Everyone: BRLD has over 50,000 books in a wide variety of subjects and genres from which to choose; these include Spanish books, Large Print books, and Over-sized books.

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.

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 Kindle 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 contains popular titles as well as classical music.

Larger Items, including but not limited to: multiple telescopes, ukuleles and explorer backpacks available for circulation.

SERVICES AND 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 \$1.00 per page for domestic faxes and \$2.00 per page for international faxes.

Please see the Meeting Room Policy for information on our public spaces.

Test proctoring fees are \$10.00 per test and must be scheduled in advance.

COMPUTER SERVICES:

Computer Workstations: The Library offers computer/Internet workstations free of charge to patrons.

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

Wireless Internet Access: Access is free of charge. Patrons must understand there are occasional periods when wireless access is not available because the system is down.

Board of Trustees Policy Review Date: July, 2017

Board of Trustees Revised and Approved: November 19, 2018

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