

Cortez Public Library Circulation Policy

In accordance with our Collection Development Policy, the Cortez Public Library makes a variety of materials both in scope and quantity available for public use both in the library and for circulation in the community. In order to ensure that all persons in the community have access to the library's materials and resources, the library espouses the following guidelines for good stewardship of public assets and funds.

1. All people can access library materials and resources free of charge within the library.
2. Persons 16 years of age and older can register for a library card by presenting photo identification and providing current contact information including a phone number or email address and a local mailing address. Persons 15 years of age and younger may register for a library card with written consent from a legal guardian.
3. Library cards are free to obtain, but if a patron loses their library card, there is a \$1 replacement fee. If a patron repeatedly loses library cards in excess of 5 times, the patron may be charged a \$5 fee for replacement and staff time updating library system information.
4. Library cards have an active registration period of 4 years. Library cards can be renewed over the phone or in-person at the library by verifying patron contact information is accurate.
5. Patrons are responsible for all materials checked out on their library card. Legal guardians act as guarantors for children 15 and under.
6. Patrons may check out up to 20 items on their card at one time. Most items are automatically renewed by the library's system up to twice unless another patron has placed a hold request on the item. Tax directions are the exception and cannot be renewed.

Item Type	Check Out Period
Books	3 Weeks
Audiobooks	3 Weeks
DVDs	1 Week
Magazines	3 Weeks
Indoor and Outdoor Games	3 Weeks
State Park Passes	3 Weeks
Legos and Letters	3 Weeks
Pickleball Equipment	1 Day
Yearly Federal and State Tax Directions	1 Week

7. Some materials not owned by the Cortez Public Library may be borrowed from other libraries through resource sharing initiatives. This service is a privilege offered to our patrons, dependent on responsible borrowing. Repeatedly losing or damaging materials from another library or consistently returning materials past the due date will result in restrictions or loss of this privilege for the offending patron.

8. Patrons may reserve items in the library's collection for later pick up. Items placed on hold for a patron are reserved for 7 days, then the hold request expires. Expired holds are returned to regular circulation. In order to successfully check out a reserved item, patrons must use the library card that was used to make the hold request.

9. The library does not charge fines or fees for overdue materials. As long as materials are returned to the library to become available to other members of the community, no fines or fees will be levied on a patron's account. Once an item becomes overdue, patrons will be notified twice before the system marks the item as lost and bills the patron for the cost of the item's replacement.

10. If materials are lost or damaged while checked out to a patron, they must be paid for by the patron or guarantor to facilitate the library's purchase of a replacement. The cost will be determined by the price of the material in the item's record. If it would be cheaper to do so, patrons may personally purchase a new (not used) exact copy of the lost material to bring in to the library to have the replacement fee waived. A \$4 processing fee will still be applied to replacement books to cover the cost of getting the new copy ready for circulation. Extenuating personal circumstances may allow for a waive of replacement costs with Library Director approval.

11. If lost materials are found and returned, all replacement costs will be waived. If lost materials are found after the patron has already paid for a replacement, the library will not offer a refund. The patron may keep the lost copy.

12. Materials may be returned through the Cortez Public Library to other Colorado libraries if those libraries are part of the AspenCat library courier system. Cortez Public Library materials may likewise be checked in at participating AspenCat libraries for return through the courier system.

13. The following materials in the Cortez Public Library's collection do not circulate: reference books, new magazines, and items from the historical collection (HR). These may only be used in the library.

14. Persons staying seasonally or temporarily in Cortez may get a temporary library card that expires after three months. Temporary patrons must pay a \$10 refundable deposit. If the patron is in good standing after three months, the deposit will be returned and the person may keep the library card if they plan to return to Cortez again. The patron's temporary record will remain in the system for up to 3 years, so the temporary card can be reactivated with another \$10 deposit when the patron returns to Cortez for seasonal residence.