Nampa Public Library

LENDING POLICY

Approved by the Board of Trustees 07.13.21
Revised 04.08.2026 (6th revision)

OBTAINING A LIBRARY CARD

The Nampa Public Library is a city tax supported institution, its services and resources are available to all city residents or anyone who pays property taxes within the Nampa city limits. This policy governs the borrowing of materials.

- Adults 18 and older will present photo identification and a separate proof of physical address at the time of application. A list of acceptable documents will be available for applicants.
- Library cards are non-transferable and only the person to whom the card is issued may use it.
- Parents or legal guardians may open accounts for dependent children once they've opened one for themselves. The parent/ legal guardian is responsible for any fines or other charges their dependents accrue before they are 18.
- Library cards expire every two years. To renew library cards, all cardholders 18 and over will present photo identification and, if they have moved, proof of physical address. For renewal, Library accounts cannot have fees totaling more than $10.00.

Nampa City residents are issued library cards when they present the information listed above.

Non-residents who own property within the city may also receive a card without a fee. A current tax statement is required as validation of property ownership before the card can be issued or renewed.

Non-residents, persons who do not live within Nampa city limits shall pay an annual fee per family for the privilege of borrowing materials. The fee is subject to approval by the Library Board of Trustees. Individual cards may be issued to all members of the family living at the address for one calendar year from the date of issue. Fees for all non-resident cards are non-refundable.

Fees:	
1-year	$52
4-month (pro-rated)	$18
1-year Senior (60+ years)	$33

Nampa city employees who are non-residents are eligible to get library cards at no fee each year by presenting their city ID and having their employment verified through the city website (City Solutions). Cards expire at the end of each fiscal year (September 30).

Temporary cards shall be issued to patrons living in shelter homes, halfway houses, or hotels. An official letter or receipt stating the individual is living there must accompany the application. Hotel residents must demonstrate they are paying by the month (not daily or weekly). Cards may be renewed every 30 days in the same manner. Temporary cards are limited to the amount of material that may be borrowed. **Residential Facility Accounts** may be issued to facilities *within Nampa City limits* that have live-in clients who wish to use the library, but who are unable to get cards individually. The Director of the facility will fill out an application and authorize staff to borrow materials on the account.

The cardholder is responsible for all items borrowed by them and their dependents, and may be charged fines and fees for overdue, lost, or damaged materials. Loss or theft of a library card must be reported to library staff immediately.

BORROWING RULES

Borrowers are responsible for all materials borrowed on their cards until the card has been reported lost or stolen.

Loan periods and limitations on the number of items borrowed may vary depending on the item type. This chart is available to all patrons on our website.

The library may temporarily limit the number of items borrowed in a specific format or subject when they consider it necessary due to periods of high demand or limited resources.

Renewals will be granted for most items based on their limits. If an item can be renewed, it will be done automatically unless the number of renewals has been reached or the item has been requested by another patron.

Overdue fines are assessed ***on In-House use equipment*** at the rate of $1 per hour, with a maximum fine of $10 per item.

Damaged materials will be charged to the borrower according to our current list of prices for items and supplies. If a damaged item must be replaced, the borrower will be charged replacement costs and a processing fee of $5.

The Nampa Public Library assumes no liability for any damage to personal devices or equipment resulting from the use of library resources.

Lost materials will be charged to the borrower, including the replacement price of the item plus a processing fee of $5. An item is considered lost if it has not been returned to the library within a specified time (posted under nampalibrary.org/getting-started/borrowing-policy/ on our website).

Items returned after they are withdrawn from the catalog will be assessed. If accepted back, patron will be charged the $5 processing fee, and the replacement cost will be waived. If item has been replaced or is deemed too worn or damaged, it will not be accepted back, and patron will still owe the full replacement cost plus processing charge.

Borrowing privileges will be suspended if the borrower has accumulated charges of $10.00 or more. The privilege will not be restored until the account is paid to a balance under $10.00.

If an account accrues charges of $50 or more, the account plus all associated family members including spouse and dependent children, will have their privileges suspended until account has been cleared. If a patron begins a payment plan, then associated accounts will not be suspended.

New accounts for dependent children may not be opened by anyone who is currently blocked due to charges.