

Nampa Public Library
Checkout Policy

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OBTAINING A LIBRARY CARD

Anyone may use library materials on the premises. The following policy governs the borrowing of materials.

- Adults 18 and older will present photo identification and proof of physical address at the time of application. See appendix 1 for a list of acceptable identification.
- Library cards are non-transferable and only the person to whom the card is issued may use it.
- Children under the age of 18 may be issued a library card once their parent or legal guardian has one. Parents are 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. Library accounts must have a charge balance of less than \$10.00 to be renewed.

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 in Nampa city limits (and therefore do not pay into the library tax), shall pay an annual fee per family each year 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.

NON-RESIDENT LIBRARY CARD FEES	
1 YEAR	\$52
PRO-RATED 4 MONTH	\$18
SENIOR (60+ YEARS) 1 YEAR	\$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 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.

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. Borrowers are responsible for any activity on their accounts prior to the day it was reported lost/stolen.

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. Our chart below (appendix 2) lists what those periods and limitations are.

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. Items may be renewed in person, by phone, or over the internet. Parents may renew materials for their dependents. Materials requested by other customers will not be renewed if no other copies are available. See appendix 2 for the number of renewals allowed.

Overdue fines are assessed *on interlibrary loans (ILL's) and In-House use equipment* at the rate of .50 cents per day (for ILL's) and \$1 per hour (for In-House use equipment), with a maximum fine of \$10 per item. A \$5 charge is assessed for ILL items that are not picked up by the patron.

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.

Lost materials will be charged to the borrower, including the replacement price of the item plus a processing fee of \$5.

Items returned after they are withdrawn from the catalog will be assessed. If accepted back, patron will be charged the \$5 processing fee. 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.

APPENDIX 1

What you will need to get a library card:

Idaho Driver's License or other Photo ID

AND

Current proof of address

1) Picture ID – acceptable proof

Valid driver's license from any state

Valid state ID card

Student ID card

Company ID card

Valid passport

2) Proof of residence – acceptable documents

Valid Idaho driver's license or ID, if issued within the last year

Rental or lease agreement, signed within the last 2 months

Proof of auto insurance

Bill or business mail – must have name, address and date imprinted the contents within the last 2 months

Tax assessment notice

Postcard sent by the library to your address

3) For Nonresidents only – Proof of City Property ownership

County Tax Assessor's notice

APPENDIX 2

ITEMS	CHECKOUT PERIOD	# OF RENEWALS	TOTAL TIME BORROWED	LIMITS PER CARD
BOOKS: hardback, pb, LP, oversize, Fic, NF	28 Days	2	12 Weeks	*
ALL NEW BOOKS	14 Days	2	6 Weeks	*
MOVIES: Theatrical	7 Days	1	2 Weeks	10
MOVIES: TV Series	14 Days	1	4 Weeks	
MOVIES: Nonfiction	28 Days	1	8 Weeks	*
CD's	28 Days	1	8 Weeks	20
MAGAZINES	28 Days	0	4 Weeks	10
AUDIOBOOKS- cd & mp3	28 Days	1	8 Weeks	10
HOT TITLE: Books & Audiobooks	14 Days	0	2 Weeks	3
HOT TITLE: Video games	7 Days	0	1 Week	
HOT TITLE: Movies	7 Days	0	1 Week	
HOT TITLE: CD's	14 Days	0	2 Weeks	
VIDEO GAMES	14 Days	1	2 Weeks	3
LIBRARY BAGS	28 Days	1	8 Weeks	1
ENERGY EFFICIENCY KITS	14 Days	1	4 weeks	1
KITS: Youth and Adult	varies	varies	varies	varies

**** Patrons are allowed a total of 80 items checked out***