

NOTICE OF INTENT TO ADOPT

Public notice is hereby given that Albany County Public Library Board intends in accordance with Wyo. Stat. § 16-3-103 and under the authority of Wyo. Stat. § 18-7-105 (a) to amend its Borrowing Policy previously adopted by the Albany County Public Library Board in April, 2014. The proposed amended Borrowing Policy includes regulations implementing policy on borrowing library items and setting library fees.

Interested persons may obtain a copy of these regulations at the Albany County Public Library, 310 S. 8TH Street, Laramie, Wyoming or may be viewed on the County Library website.

PLEASE TAKE NOTICE that the Albany County Public Library Board will hold a PUBLIC HEARING on Monday, May 15, 2017 at 4:30 p.m. at the Albany County Public Library, 310 S. 8th Street Laramie, Wyoming to take oral comments from interested persons upon the proposed regulations. WRITTEN COMMENTS, data, views, and arguments may be submitted to the Interim County Librarian, Nathan Bender, 310 S. 8th Street, Laramie, Wyoming 82070 no later than May 1, 2017. Written comments may also be submitted via electronic mail to nbender@albanycountylibrary.org.

Any interested person may urge the Albany County Public Library Board to not adopt the rules and also request the Board state its reasons for overruling the consideration urged against adoption. Requests for an agency response must be made prior to, or within 30 (thirty) days after adoption of the rules, addressed to: Nathan Bender, Interim County Librarian, 310 S. 8th Street, Laramie, Wyoming 82070.

Dated this 8th day of March, 2017

/s/Nathan Bender, Interim County Librarian

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Albany County Public Library
LARAMIE • CENTENNIAL • ROCK RIVER

**Albany County Public Library
Board of Directors**

Policy: Borrowing	Review Period: Annually	Date Reviewed: February 27, 2017
		Date Revised: February 27, 2017
Revised by: ACPL Board of Directors		Date Approved:

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1 **BORROWERS BORROWING POLICY**

2 (revised 6/07, 5/09, 4/14, 3/16)

3 **LOAN POLICY**

4 (~~amended 2/01, 9/02; revised 6/07, 08/10, 4/14, 3/16~~)

5 **Borrowing Philosophy.**

6 The Albany County Public Library's borrowing policy addresses the need for open access. Open access is a high
7 priority of the library in order to enable patrons to easily access and borrow items from the library's collection. The
8 policy aims to ensure that access to library items is equally distributed for the entire Albany County Public Library
9 community.

10 **Vision Statement.**

11 The Borrowing Policy provides library users with an understanding of the privileges and responsibilities of library
12 cardholders who borrow library items from the Albany County Public Library.

13 **Definitions.**

- 14 **I.** As used in the Albany County Public Library policy manual, terms will be defined as follows:
- 15 A) **"DVD"** is a library item that is a DVD, normally a feature length film or single disc media item.
 - 16 B) **"DVD2"** is a library item that is a Blu-Ray or consists of more than one DVD, normally a television series
17 or Anime.
 - 18 C) **"Game"** is a library item that is generally a board game, card game, or game played on a computer.
 - 19 D) **"Good standing"** refers to library cardholders who do not have overdue items or outstanding library fines.
 - 20 E) **"Hold"** is a library item that is pulled from the shelf and set aside at the request of a library cardholder. The
21 library cardholder then checks out the item on hold. Holds can be placed on library items that are currently
22 available or library items that are checked out by another library cardholder.
 - 23 F) **"Interlibrary loan"** is a term that represents a hold on an item that is not available for check out from the
24 Albany County Public Library. Interlibrary loans generally come from other libraries in the state.
 - 25 G) **"iPad(s)"** is a term that indicates the iPad Air and two iPad2 tablets that are available for check out to
26 library card holders. Due to the expense of an iPad, this item type has additional borrowing restrictions that
27 are outlined in this policy.
 - 28 H) **"Library cardholder"** indicates a member of the public library community that has qualified for a library
29 card and completed the library card application process.
 - 30 I) **"Library item(s) or Collection"** refers to all materials owned by the Albany County Public Library that
31 can be categorized to reflect specific item types.
 - 32 J) **"National Forest Passes"** is a library item that can be used by a library cardholder to access the Medicine
33 Bow National Forest.
 - 34 K) **"Non-Circulating Material"** is a library item that cannot be checked out, but can be used in the library. A
35 non-circulating item can be checked out with permission from the county librarian.
 - 36 L) **"Outreach user"** is a library cardholder that receives deliveries from the library to his or her personal
37 home or to a care facility in Albany County. An outreach user qualifies for exceptions listed under
38 "Borrowing Exceptions".
 - 39 M) **"Renewal"** means the check out period for a library item can be extended for an additional check out
40 period so library cardholders have additional borrowing time.
 - 41 N) **"Videogame"** is a library item that is playable on a videogame console, such as an Xbox or Wii. This item
42 type cannot be played on a computer.

43 **Obtaining a Library Card.**

44 **I. Permanent Library Cards**

- 45 A) To qualify for a permanent library card, an adult who wishes to borrow items from the Albany County
46 Public Library must be a resident of Albany County. An individual can also qualify for a library card if he
47 or she works in Albany County; goes to school in the community at least two months out of the year; or

- 48 uses the county area as a shopping base. Albany County government agencies, non-profit organizations,
 49 and businesses are also eligible to acquire a library card.
- 50 B) Library cards can be obtained by visiting the Albany County Public Library or one of its branches in Rock
 51 River or Centennial. Photo identification and verification of address is required to obtain a permanent
 52 library card.
- 53 C) Albany County Public Library is a member of the integrated Library System WYLD and extends all
 54 WYLD cardholders the same borrowing privileges listed herein
 55 (<http://www.wsl.state.wy.us/wyld/network/documents/WYLDcard.html>). Patrons with a library card from
 56 another library that participates in the WYLD system may check out items from ACPL.
- 57 II. **Special Library Cards**
- 58 A) **Non-Resident Library Card:** Persons staying in Albany County for less than two months are eligible for a
 59 non-resident library card for a non-refundable fee of \$10.00. A non-resident library card qualifies the user
 60 to the same privileges as a permanent library cardholder.
- 61 III. **Limited Library Card:** A limited library card is issued to persons who are unable to provide the required
 62 verification of address needed to obtain a permanent library card. Limited library cards can be upgraded to a
 63 permanent library card **after the** patron provides proof of local address.
- 64 A) A limited library card allows the patron to check out up to three library items at a time. **iPads and board
 65 games are not available for check out to patrons with a limited card.**
- 66 IV. **Library Cards for Minors:** A minor (below the age of 18) shall be granted his or her own library card with the
 67 permission of a parent or guardian. The minor's legal parent or guardian must qualify for a permanent library
 68 card and must sign the library card application on behalf of the minor.
- 69 A) A legal parent or guardian who signs the library application on behalf of a minor acknowledges that the
 70 library does not monitor the minor's check outs, nor will the library restrict minors from checking out a
 71 library item.
- 72 V. **Limited Library Cards for Minors:** Minors are able to obtain a limited library card. Any minor whose legal
 73 parent or guardian does not qualify for a permanent library card may apply for a limited card that has limited
 74 privileges specific to minors.
- 75 A) **A limited library card allows minors to check out** up to ten items and to have unlimited access to the
 76 library's online resources. Movies, video games, games, and iPads are not available for check out to minors
 77 with a limited card.
- 78 VI. **Fees Associated with Library Cards**
- 79 A) A replacement library card costs \$1.00.
- 80 **Check Out Privileges.**
- 81 I. **Check Out Privileges for Library Cardholders**
- 82 A) Check out privileges, or borrowing library items, are free to all registered library cardholders.
- 83 B) A library cardholder is responsible for returning borrowed library items on time and in the same condition
 84 and for paying fines incurred for any overdue, lost, or damaged library items.
- 85 C) Check out privileges may be suspended until any overdue library items are returned and fines are paid.
 86 Library cardholders may be referred to a debt collection agency for recovery of long overdue items or
 87 excessive fines.

Borrowing Library Items.

I. Check Out Limits

A) There are no item check out limits, unless otherwise stated. Exceptions are:

Check Out Item Limit Exceptions

Library Item:	Items Per Cardholder:
DVD Items	3 items at a time
DVD2 Items	3 items at a time
Game Items	2 items at a time
Headphones	1 item at a time
iPads	1 item at a time
National Forest Passes	1 item at a time
Videogame Items	3 items at a time

II. Check Out Periods

A) All library materials shall ~~Library items~~ available for check out ~~can be borrowed by~~ circulate to registered borrowers library cardholders for a period of 3 weeks, unless otherwise stated. Exceptions to the three-week check out period are:

Check Out Period Exceptions

Library Item Type:	Checkout Limit:
Audio-Visual Equipment (projectors/screens)	24 hours
DVD	7 days
DVD2	7 days
Games	5 days
Headphones	2 hours
Interlibrary Loan	28 days
iPads	7 days
National Forest Passes	5 days
Non-Circulating Items	48 hours
Videogame	7 days

III. Library Items Placed On Hold

A) Library cardholders may place circulating items on hold to pick up at the library. Library items may be placed on hold for a limit of seven days, unless otherwise noted. iPads are an exception and may be placed on hold for a limit of three days.

IV. Item Renewals

A) A library cardholder may extend the check out period of eligible library items he or she currently has checked out. Library items may be renewed twice following the item’s initial checkout period, unless otherwise noted. Exceptions to item renewals are:

- i) A library item may not be renewed if the item is on hold for another library cardholder.
- ii) Interlibrary loans may be renewed once, unless the library that owns the item specifies otherwise.
- iii) iPads may not be renewed, and games may be renewed once.

Collections and Fees (Amended 3/08, 3/10, 1/12; revised 4/14)

FEE SCHEDULE

Approved by the Albany County Public Library Board of Trustees May 21, 1998, and revised 11/03, 11/04, 1/05, 3/05, 8/06, 1/12, 4/14

Standard fees

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Faxes:

- ~~Incoming~~
 - ~~\$.50/page: same inside or outside of US~~
- ~~Outgoing~~
 - ~~Within US: First page \$2. Each additional page \$1 (Do not charge for the cover sheet)~~
 - ~~Outside US: First page \$4. Each additional page \$2~~

Library Fees.

I. General Library Fees

- A) **Library cardholders** owing the library \$25.00 or more cannot check out any items until the fees owed are less than \$25.00.
- B) The Albany County Public Library Board of Directors sets all fees for library items. The ACPL Board of Directors authorizes trained library staff to use their own judgment to reduce or set alternative payment plans as needed, upon patron request.
- C) Interlibrary loans have a fee of \$2.00 per item.

II. Overdue Fines

- A) The Albany County Public Library makes a significant effort to minimize library fees, resulting in no overdue fines being charged on the majority of the collection. However, in order to safeguard the collection and make certain library items available to as many patrons as possible, the Albany County Public Library charges overdue fines on the following items:

Overdue Fines on Library Items

Library Item:	Fee Per Item:	Maximum Fee:
DVD	\$0.25 per day	\$3.00 per item
DVD2	\$0.25 per day	\$3.00 per item
Game	\$2.00 per day	\$20.00 per item
iPad	\$5.00 per day	\$50.00
National Forest Passes	\$2.00 per day	\$20.00
Videogame	\$0.25 per day	\$3.00 per item

- B) All library items are subject to a long overdue fine of \$10 when an item is 60 days or more overdue. Fines in excess of \$75.00 will also result in a referral to a debt collection agency.

III. Lost Library Items

- A) **The library cardholder is responsible for paying the fee related to the loss of library items.** The library will determine **and charge the library cardholder** the value of the lost item, plus \$10.00 to cover library staff time spent ordering and processing the lost item. **For example, the value of a lost iPad is \$400.**

IV. Damaged Library Items

- A) The Albany County Public Library understands that ~~books and media~~ **library items** experience normal wear and tear **during use** ~~as they are used~~. The library balances normal wear and tear against damages that might make the public reluctant to use the material. Readability is one consideration; appearance is another. The library keeps a higher condition standard than individuals for reasons of public health and safety. These guidelines cover any item that the library checks out to the public.
- B) Library staff will inspect all items when they are returned. Fees for damaged materials will be charged when the condition of an item makes it unsuitable to be returned to the collection.
- C) **The library cardholder is responsible for paying the fee related to the damage of library items.** The library will determine **and charge the library cardholder** the value of the damaged item, plus \$10.00 to cover library staff time spent ordering and processing the damaged item. The fee associated with a damaged iPad will depend on the severity of the damage.

- 161 V. **Fines Associated with iPad Check Outs**
 162 A) The following list is the additional fines associated with the library's iPad Air and iPad2 items.

iPad Air and iPad2 Use:	Fine:
Loss of charging cord for iPad	\$25
Loss of OtterBox protective case for iPad	\$90
Loss of screen protector for iPad	\$25
Returning iPad to the outside book or media drop or to the inside book drop (iPads should be handed to a staff member)	\$15
Setting a password on an iPad	\$5
Shipping costs for replacement parts or repairs	\$5

- 163 VI. **Legal Authority**
 164 A) The Library Director may consider legal action in accordance with Wyoming Statutes Annotated 2005
 165 edition §18 7 105 (c) which states: "...Whenever library materials are lost, destroyed or taken from the
 166 library and not returned the library board may institute proceedings in any court of competent jurisdiction
 167 to recover the materials or the value thereof."

Special Item Conditions.

- 168 I. **iPads**
 169 A) Library cardholders must sign the Technology Checkout User Agreement before check out.
 170 B) iPads cannot be checked out to limited library cardholders.
 171 C) Library cardholders must be age 18 or older and in good standing to check out an iPad.
 172 D) iPads may not be interlibrary loaned to other libraries.

- 174 II. **Games**
 175 A) Games cannot be checked out to limited library cardholders.
 176 B) Library cardholders must be in good standing to check out a game.

- 177 III. **Legal Authority**
 178 A) The Technology Checkout User Agreement is a legally binding contract.

Patron cards:

- ~~First or upgraded current card — FREE~~
- ~~Replacements — \$1~~

Photocopies/Printing (Proceeds go to the ACPLF):

- ~~\$ 0.10 for printer copies from Internet/word processing/catalog~~
- ~~\$ 0.10 for letter (8x11) and legal (8x17) photocopies~~
- ~~\$ 0.20 for ledger (11x17) photocopies~~
- ~~\$ 0.25 for color printer copies~~

Withdrawn Library Items and Theft of Library Materials.

- 191 I. **Withdrawn Library Items**
 192 A) Library items that are withdrawn or removed from the collection shall be sold, if possible, by the Friends of
 193 the Albany County Public Library.
 194 II. **Theft of Library Materials**
 195 A) Individuals attempting to leave the building with items that have not been checked out in their possession,
 196 or found outside the building with items that have not been checked out in their possession are subject to
 197 criminal prosecution.

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~~VIII. Special Circumstances and Technology~~ (approved by ACPL Board of Trustees May 28, 2013; revised 4/14)

Borrowing Exceptions.

I. Outreach Users

A) Outreach users may check out items for an extended period of 60 days. The library must approve outreach users before this exception is available to the library cardholder.

II. Persons with Disabilities

A) Library cardholders with disabilities – such as visual impairments – may qualify for extended check out periods on a case-by-case basis.



Measureable Outcomes.

I. Vision

232 A. To provide library users with an understanding of the privileges and responsibilities of library card
233 holders who borrow items from the Albany County Public Library.

234 **II. Desired Outcomes**

235 A. To inform library users of their rights and responsibilities as a library cardholder and have an
236 understanding of the borrowing process.

237 B. To increase the number of library items available to library cardholders.

238 C. To encourage more timely return of library items, leading to a larger selection of on-shelf items
239 for patrons.

240 D. To increase a library cardholder's borrowing responsibility, minimizing lost and damaged library
241 items.

242 E. To decrease library overhead and increase library revenue.

243 **III. Outreach and Education**

244 A. The Albany County Public Library Board of Directors will collaborate with library staff to inform
245 and educate library users on borrowing privileges. Library staff will conduct an awareness
246 campaign to properly and consistently educate users on topics such as library fees, available
247 library items, and check out information.

248 **IV. Measurements and Reports**

249 A. The Albany County Public Library Board of Directors will analyze and evaluate on an annual
250 basis the following information to determine if the vision and desired outcomes have been
251 followed and obtained:

252 i. Information gathered from the Wyoming State Library.

253 ii. Information from library staff such as research on library cardholder borrowing habits,
254 in-house statistics, and interaction/observations with patrons.

255 iii. Financial reports related to overhead and revenue.

256 iv. Comments from members of the public.

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