

Using Your Library Card – Circulation Policies

Englewood Public Library

When you apply for a library card, you agree to return borrowed items on time, to pay overdue fees and to be responsible for the replacement cost of lost or damaged items. It is the responsibility of the cardholder to provide the Library with current, accurate contact information.

Loan Periods, Renewals and Overdue Fees:

- Most materials check out for 3 weeks. DVDs check out for 1 week, except Children DVDs which check out for 3 weeks. Most items will be automatically renewed for you up to 2 times unless another patron has requested that item. You can check your account online anytime by visiting <https://englewood.marmot.org/MyAccount/Home> or by calling 303-762-2560 during library open hours to get an updated status of due dates, what you have checked out, etc.,. Full Service cardholders may check out up to 50 items at a time, although there is a limit of 10 DVDs per card. Limited Service cardholders may check out 2 items at a time. Computer Use Only cardholders may not check out items. Some special materials may have additional restrictions and will be clearly identified before check out.
- Overdue fines accrue at the rate of \$.20 per day, up to a maximum of \$5.00 per item. Fines will be waived if items are returned within 3 days of the due date.
- Charges for replacement are based on the cost of the item. If the amount owed on a library card account is \$10.00 or more, nothing more may be checked out on that card until the amount is brought below \$10.00. If \$50.00 or more is owed, computer usage will be suspended.
- We have a book drop inside the library, as well as outside the Library, which are available 24 hours a day. You may return Englewood library materials to any

Colorado public library, but you will be responsible for materials on your account until they reach the Englewood Public Library.

- Library staff has the authority to reduce or waive charges as appropriate.

Requesting Items:

- You may request an item listed in the catalog that is currently checked out or unavailable. When the item becomes available, you will be notified. The item will stay on the hold shelf for 7 days from receipt. The item must be checked out to the account on which it was requested, so you will need to have your library card available at check out.
- The Englewood Public Library is part of the Marmot Library Network, a consortium of libraries throughout Colorado. Englewood cardholders may request items from other Marmot libraries and have the items sent to Englewood for check out.

Getting a Library Card:

In order to check out materials from the Library, you need to have a valid Englewood Public Library card number. To register for a Full Service card, adults (18 years or older) must present a valid photo ID and proof of current mailing address. Anyone younger than 18 must have a parent or guardian present with a valid photo ID and proof of current mailing address.

If you do not have valid proof of a current Colorado address, you will be issued a Limited Service Library Card. This allows you to check out up to 2 items at a time, place up to 5 holds at a time, and access databases and other online resources, as well as use the internet and computers in the Library. When proof of current Colorado address is presented, your card will be upgraded to a Full Service Card. A Limited Service Library Card may be issued to a minor if they provide an application signed by the parent or guardian who could not be present at the time of application. If the parent or guardian later presents a photo ID with proof of current address, the minor's card can then be upgraded to a Full Service Library Card. A Computer Use Only card will be issued with a valid photo ID to those patrons only wanting to use the library's publicly accessible desktop computers.

You can be given one replacement library card if your original card is lost or stolen. Please inform the Library as soon as possible so that we can cancel the original account number and prevent any unauthorized use. Any subsequent replacement cards will cost \$1.00.

*Endorsed by the Englewood Public Library Board
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