



# YUMA COUNTY LIBRARY DISTRICT

## Circulation of Materials: Borrower's Policy

### I. Policy:

It is the policy of the Yuma County Library District that any materials in the circulating collection may be borrowed by any appropriate cardholder. The guidance of a child's reading is the responsibility of the parent or guardian.

### II. Library Cards:

Library cards can be used at any Library District facility. Group, organization, or school class cards are not issued.

A. Library cards are free to adult applicants who show a valid photo ID with current local address. If photo ID **does not have** a current local address, proof of a current Yuma county residential address will be required. A Post Office box will not be accepted as current address, only for mailing purposes. Acceptable photo identification includes, but is not limited to: Driver's License or State issued identification card, Military I.D., DES food stamp card, bank/credit card, etc.

### **Acceptable PROOFS OF ADDRESS INCLUDE**

- a. Rent receipt
- b. Mail
- c. Utility bill
- d. Pay check
- e. Car Registration
- f. Voter registration
- g. Insurance card
- h. Hunting/fishing license
- i. Bank statement
- j. Checkbook

B. Non-resident cards are available for a fee\*, however, if a non-county resident shows proof of Yuma County property ownership, the fee will not apply. Applicants must present photo ID that shows current permanent mailing address. (The non-resident fee may be waived for volunteers upon Management's recommendation.)

**Lisa Mendez – Director**  
**Ashley Jackman – Deputy Director**

#### **Main Library/ District Office**

2951 S. 21<sup>st</sup> Dr. Yuma, AZ 85364  
Ph: (928) 782-1871  
Fax: (928) 782-9420

#### **Heritage Branch**

James Patrick-Branch Manager  
350 Third Avenue Yuma, AZ 85364  
Ph: (928) 782-1871  
Fax: (928) 782-0670

#### **Dateland Branch**

Lucy Shaw – Library Assist. II  
Dateland Elementary School  
Avenue 64E & I-8 Dateland, AZ 85333  
Ph: (928) 373-6558/454-2242  
Fax: (928) 454-2217

#### **Foothills Branch**

Iris Collard-Branch Manager  
13226 E. South Frontage Rd  
Yuma, Arizona 85367  
Ph: (928) 342-1640  
Fax: (928) 305-0497

#### **Roll Branch**

Lucy Shaw - Library Assist. II  
Mohawk Valley School  
5151 S. Avenue 39E Roll, AZ 85347  
Ph: (928) 373-6559/785-3701  
Fax: (928) 785-3701

#### **San Luis Branch**

Cecilia Tovar- Branch Manager  
Literacy Program  
1075 N. 6<sup>th</sup> Avenue  
San Luis, Arizona 85349  
Ph: (928) 627-8344  
Fax: (928) 627-8296

#### **Somerton Branch**

Frances Murrietta- Supervisor  
240 W. Canal Street  
Somerton, AZ 85350  
Ph: (928) 627-2149  
Fax: (928) 627-8345

#### **Wellton Branch**

Carol Finrock-Supervisor  
28790 San Jose Ave  
Wellton, Arizona 85356  
Ph: (928) 785-9575  
Fax: (928) 785-4410

C. All children or young adults up to age 18 can be issued a library card with parent's or legal guardian's signature. Parents are financially responsible for lost books, fines, and other charges on cards issued to children and young adults. Juvenile cards are also issued for non-residents with payment of non-resident fee\*. Signature of parent or legal guardian is required. Non-resident cards are available to San Pasqual Valley Unified School District students for a reduced fee\*. Parent or legal guardian signature is required. Married young adults need to present "writ of emancipation" issued by Superior Court Judge or legal guardianship papers if spouse was appointed as guardian.

D. Upon request from any agency heads in incorporated cities or townships in Yuma County and from Yuma County agency heads, a fine-free Yu-Count Library Card will be issued. Yu-Count Library Cards are for agency research and may not be used for personal purposes. Agency heads are responsible for all materials borrowed. Items borrowed will be subject to recall.

E. For a fee\*, the Library District replaces lost adult and juvenile borrower cards.

F. The Library District reserves the right to limit the number of books to be checked out on a given subject.

### III. Circulation of Materials:

Loan periods for all circulating library materials are posted in the libraries. Loan periods on high demand items may be adjusted.

A maximum of two (2) renewals are allowed. Items may not be renewed a third time. Renewals will be disallowed if item has a hold.

Holds on materials are free. There will be a charge\* for items not picked up.

### IV. Overdue and Lost Materials, Billing and Other Charges:

First overdue notice will be sent two (2) weeks after due date. A letter will be sent four (4) weeks after due date to include mention of possible collection action. Accounts sixty (60) days overdue may be turned over to a collection agency and a collection assistance fee\* will be added to the fine\*. Any overdue account may then be credit reported.

Bank charges for NSF (non-sufficient funds) returned checks are paid by the patron. The Library District charges a fee\* for each returned check.

Lost charges for missing items will equal the original list price of the book plus a processing fee\* for lost cataloged items, and interlibrary loan items. There is a charge\* for lost uncataloged items as well as lost or damaged video, audiocassette, compact disc or DVD cases. The cost for damaged materials is the cost of the item plus the appropriate fee\* or bindery/repair charge\* if the item is salvageable. Decision is at the discretion of the Circulation Supervisor.

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\*Please refer to the current *Fines & Fees Schedule*.

Fines\* may be forgiven at the discretion of management (administration, branch, and circulation) under circumstances such as car and home fires, death or illness in family, etc.

Any fines or fees charged to patron because of mitigating circumstances or staff error may be forgiven by management.

Refunds are allowed on lost material if it is returned within ninety (90) days, and the patron has the original receipt.

Patron borrowing privileges are suspended when there is an unpaid account balance for fines, fees, or other charges in excess of \$5.00.

V. Complaints:

- A. Complaints concerning library materials may be filed at the Library District Administration Office, the Information Desk, or with a Branch Manager/Supervisor.
- B. Complaints concerning library circulation policies or billing may be filed with the Circulation Supervisor, Branch Manager/Supervisor, or the Library District Administration Office.