

# Borrowing Materials

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## Borrowing Cards & Privileges

Residents of the City of Caldwell may obtain a library card upon proof of identity and residency. An applicant must present a driver's license, passport, or other official photo identification. Children under the age of 18 must have a parental signature to acquire a card. Responsibility for all borrowed items as well as the use of the Internet rests with the library card holder and/or the parent or guardian. Services to patrons will not be denied or abridged because of race, color, religion, gender, age, national origin, sexual orientation, gender identity, disability, veteran status, or any other applicable legally protected status. To obtain a library card, please provide photo identification and separate proof of physical address.

### Acceptable Documents - Proof of Residence

- Mail received at residence within the last 30 days
- Electronic form of utility bill from the last 30 days
- Signed rental or lease agreement from the last 30 days
- Proof of auto insurance
- Valid Idaho driver's license or ID card, issued within the last year
- Tax assessment notice
- Postcard sent by the library to the patron's physical address

Patrons are asked to re-verify their address once each year.

Non-residents may purchase a card for an annual fee per household. The non-resident fee is recalculated each year based upon the population of the city and the property tax revenue budgeted for the library. A discounted senior card is available to non-residents over 62 years of age.

- Annual nonresident card: \$47.31
- Six month nonresident card: \$23.65
- Annual senior nonresident card: \$25.75
- Six month senior nonresident card: \$12.88

Non-resident City of Caldwell employees and teachers who teach within the City of Caldwell's incorporated limits may obtain a Caldwell Public Library card at no additional cost.

Students who do not reside in the City of Caldwell but live in the Caldwell School District such as those who are home schooled or are enrolled in charter or private schools may purchase a student card at the rate of \$10.00 per student. Students

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Approved 10/1998

Updated 1/2015, 8/2015, 9/2016, 4/2017, 5/2017, 1/2018, 3/2018, 3/2019, 8/2019, 2/23, 09/23, 00/00

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within the Vallivue School District may also purchase a student card at the rate of \$10 per student.

Those residing outside Caldwell city limits who do not wish to purchase a non-resident card may obtain an internet access only card.

Borrower cards are issued to individuals and may not be loaned.

### Loan periods

Item	Check-out Length	Limit Per Card
New Adult Books	14 Days	50
Books	28 Days	50
Audio Books	28 Days	10
Music CDs	28 Days	10
Magazines	28 Days	10
DVD/Blu-ray	14 Days	10
Video Games	<del>7 Days</del> 14 Days	<del>2</del> 3
Kits	7 Days	2
Lucky Day Mobile Hotspot	14 Days	1
Lucky Day Books & Audiobooks	14 Days	A total of 3 Lucky Day items per card
Lucky Day DVD/Blu-ray	7 Days	A total of 3 Lucky Day items per card

Renewals are typically granted once unless the item has been reserved. No renewals on Lucky Day items.

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Approved 10/1998

Updated 1/2015, 8/2015, 9/2016, 4/2017, 5/2017, 1/2018, 3/2018, 3/2019, 8/2019, 2/23, 09/23, 00/00

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## Fines and Charges

- Overdue fines will not be assessed on most items from the Caldwell Public Library's Collections. Fines on in-house laptops, video game controllers, and mobile hotspots will be assessed as follows:
  - Overdue fines on mobile hotspots: \$5 per day
  - Overdue fines on laptops: \$5 per hour
  - Overdue fines on video game controllers: \$1 per hour
- A collection agency is used for materials that are 30 days overdue.
- The replacement cost, and a processing fee of \$5 will be charged for lost items. A refund is given on lost materials returned within sixty days of payment less the amount of fines accrued to the time the replacement charges were paid. Processing fees are not refunded.
- Damages to materials are assessed on an individual basis. If the item is not able to be repaired and can be replaced; the full replacement cost will be charged; if so, upon request, the item will be returned to the patron.
- Materials borrowed from LYNX Member Libraries are subject to the permissions and fees set by the owning library.