

LIBRARY USE POLICY

1. Service Outlet and Hours

A. Service Outlet

The Berthoud Community Library District is a library district legally established under Colorado Library Law (CRS 24-90-1-1 et seq.) providing library service to residents of the town of Berthoud and its surrounding area. The library is located one block south of Mountain Ave at the following address:

Berthoud Community Library District
236 Welch Avenue / P.O. Box 1259

Berthoud, CO 80513-2259

Phone: (970) 532-2757

FAX: (970) 532-4372

Web Address: www.berthoudcommunitylibrary.org

While other public libraries also operate in Larimer County, each is an independent unit. The libraries are not organized under any single administrative jurisdiction.

B. Hours

- a. The Library Board will approve the hours of operation.
- b. The Library Board will update and approve a calendar of holiday closings annually.
- c. The library will post a schedule of library operating hours and holidays.
- d. The library is open to the public 57 hours each week on a daily schedule as follows:

Monday and Tuesday	9 a.m. -	8
p.m.		

Wednesday, Thursday and Friday p.m.	9 a.m. - 6
Saturday	9 a.m. - 5 p.m.
Sunday	Closed

2. Borrowing Privileges

A. Eligibility

Any resident of Colorado is eligible for a library card.

B. Registration of borrowers

- Applicants must present proof of identity to obtain a library card. Any of the following is acceptable proof of identification and/or address. Two forms are acceptable if necessary to show current name and address:
 - Driver's License;
 - Pre-printed checks;
 - Canceled mail;
 - Current utility bill;
 - Car registration;
 - School record or ID;
 - Any legal document showing name and address.

- A parent or guardian must accept responsibility for children under the age of eighteen.

- Library cards are issued at no charge.

- BCLD cards expire every three (3) years.

- Library cards are available for use immediately upon receipt.

- Temporary library cards may be issued to people who are temporarily residing in Berthoud. Proof of temporary residency is not required. The library card will expire when the person plans to leave Berthoud. People requesting temporary cards must provide their permanent address and telephone number.

1. **Responsibilities of Borrowers**

- Borrowers are responsible for:
 - All material borrowed on their library card by themselves or others;
 - The replacement cost of lost or damaged items or parts of items;
 - Reporting lost or stolen library cards;
 - Parents or guardians are responsible for the use of cards by minors.

- Borrowers are encouraged to have their library card or other identification with them to conduct library business in person or by telephone.

- Berthoud cardholders who use Colorado Library Card privileges at other Colorado libraries must follow the rules of those libraries.

Revised: 7/26/07

Adopted: 9/24/09

Revised: 6/8/16