



Policy Section	4.00
<i>Number</i>	<i>4.02</i>
<i>Effective</i>	<i>01-2006</i>
<i>Revised</i>	<i>09-07-2023</i>
<i>Reviewed</i>	<i>09-07-2023</i>

Circulation

Staff shall make a library card available to any individual who resides in Mountain Home or who pays property tax within the city limits of Mountain Home, or, to any non-resident purchasing a library card for an amount annually determined by the Library Board of Trustees. Any minor child (17 and under) will only be able to receive a library card when accompanied by a parent or legal guardian.

A library card must be obtained and be in good standing before materials can be checked out.

Members of libraries participating in cooperative borrowing agreements with the Library may borrow materials provided those accounts are in good standing.

Borrowing may be limited as deemed necessary by staff when excessive demand makes it necessary to do so in order to ensure service to the greatest number of patrons.



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<i>Effective</i>	01-2006
<i>Revised</i>	05-06-2021
<i>Reviewed</i>	05-06-2021

Library Cards

The Library offers the following library cards:

1. Resident

Borrower’s Cards are available without cost to Mountain Home residents or individuals paying ad valorem taxes on real property situated within the city limits.

2. Non-resident Library Card

An individual who does not meet the requirements for a Resident Library Card may obtain a Non-resident Library Card upon the payment of the current cost of such card, plus tax. As a convenience, cards (with associated expiration periods) may be purchased in 6 or 12 month increments plus tax.

Non-resident card costs will be no less than the amount of the per household residential support (operating income per capita), plus Idaho sales tax. The Non-resident card must be paid again upon renewal. Payment of a Non-resident card by an individual allows all persons in that individual’s household to obtain a library borrower’s card.

Non-resident card costs will be automatically evaluated and updated in January of each year.

3. Temporary Card

If you are new to the Mountain Home Public Library, you may register for a temporary library card which will allow you to check out two books at any one time. This card is for those 18 years of age and older. A valid ID is required. A current physical mailing address is also required (PO boxes are not a valid mailing address). A valid ID and proof of address is required prior to expiration of temporary card. The temporary card is valid for 60 days and may not be renewed.

4. Corporate Card

Business entities, nonprofit organizations and governmental agencies whose principal offices are located within the city limits may obtain a Corporate Card. Any officer of the business entity may apply for the card upon presenting photo identification and a business card, letter on company letterhead, or other documentation showing the applicant’s status as an individual authorized to apply for the card on behalf of the business entity. A Corporate Card may be issued only after staff has verified that the applicant has approval to apply for the card on behalf of the business entity. The business entity will be financially responsible for fines and fees incurred through use of the card.



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<i>Effective</i>	01-2006
<i>Revised</i>	04-07-2022
<i>Reviewed</i>	04-07-2022

5. Internet-Only Card

Individuals who wish only to obtain Internet access at the Library may obtain an Internet-Only Card, without cost, regardless of the location of their residence. Such card may be issued only upon presentation of photo identification and will be valid for one year from date of issuance and subject to renewal annually upon presentation of photo identification. This card can only be used for Internet access within the Library.

6. Student Rate Library Card

Student Rate Cards are available for each child in a family who resides outside of the library’s legal service area. The term “student” applies to children and young adults enrolled in an educational program preschool through 12th grade. A charge of \$3.00 plus tax per card must be paid at the time of application and individual cards expire one year from date of issue. Student Rate Library Cards will allow you check out all materials at a limit of five items within the confines of the Mountain Home Public Library’s collection at any one time. Limit may be changed on a case by case needed basis.

7. Senior Rate Library Card

Those 65 and older residing outside of the Library’s legal service area, but within the boundaries of Elmore County, Idaho, will receive a Senior Rate library card at no charge. Senior Rate borrower accounts are issued individually and cannot be extended to or used by others.

8. City of Mountain Home Employee Card

City of Mountain Home employees who reside outside of the library’s legal service area qualify for an employee borrower’s card at no cost. For the purpose of this policy, “City Mountain Home employees” are defined as full-time City employees, all current paid on-call firefighters, and all current Reserve Police Officers. Proof of employment in the form of work identification badge or confirmation by the City’s Personnel Department, along with other required ID, must be presented at the time of application. City employee library cards may be issued to the spouse and minor child/children residing in the same household.



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<i>Revised</i>	05-06-2021
<i>Reviewed</i>	05-06-2021

An applicant for a Borrower's Card must present a valid driver's license, passport, or other official photo ID and provide proof of current physical residential address dated within 60 days. A Post Office box will not be accepted as proof of residence.

A Parent/Guardian/Grandparent of minor children (17 and under) must be present before a borrower's card can be issued, renewed, or replaced.

- Borrower account information may be updated at any time it is deemed necessary by staff.
- Library cards may not be loaned or used by anyone other than the account holder. Anyone found to have provided fraudulent borrower account information; loaned; transferred; or otherwise provided their library card account number to another person to check out materials or use the Public Use Computer Center may permanently lose library and computer privileges.
- Requests made to change information or provide access to borrower account content will require the owner or responsible party of the library card to be present.
- Borrowing agreements or service contracts with other libraries and consortia may qualify patrons for cooperative borrowing privileges.
- MHPL staff may accept fines on borrower accounts held at cooperative borrowing locations. Other assessed fees, or accounts in collection must be resolved at the originating library before a borrower's account can be transferred to MHPL or used for circulation of MHPL materials, unless otherwise approved by the Library Director.
- Lost or stolen Library Cards must be reported immediately.



Policy Section	4.00
Number	4.02b
<i>Effective</i>	01-2006
<i>Revised</i>	05-06-2021
<i>Reviewed</i>	05-06-2021

Limits on Borrowing Services

Patrons may not borrow all materials in any given subject area. Items available to MHPL patrons through cooperative borrowing agreements may be subject to restriction locally and throughout the system.

Select Idaho and Elmore County materials, reference items, periodicals, and some audio/visual materials do not circulate.

Type of Item	Check-out	Limit Per Card	Renewable & Renew Times
Books	28 days	40	Yes (2)
New Books	14 days	10	Yes (1)
Audio Books	14 days	10	Yes (2)
Holiday Items	14 days	5	Yes (2)
Blu-Ray/DVDs – feature films	14 days	5	Yes (2)
Blu-Ray/DVDs – Non-fiction & TV Series	14 days	5	Yes (2)
Kidpacks	14 days	5	None
Board Games	14 days	5	None
Kits	14 days	5	None
Digital Devices	14 days	1	None
Puzzles	14 days	5	Yes (2)
Interlibrary Loan (ILL)	Varies	3	Checkout and up to 2 renewals are contingent upon lending library policies

The Library Board of Trustees delegates to the Library Director the authority to create guidelines as may be necessary to ensure the efficient use and availability of library materials.