

Alamosa Public Library
300 Hunt Ave.
Alamosa, CO 81101

Circulation Policy

All circulation policy is directed toward the objective of equal access by all patrons to all materials.

1) Borrowing Requirements

- A. Valid library account - with the Alamosa Public Library or a participating Colorado Libraries Collaborate (CLC) library.
- B. No outstanding overdue materials, fees, or fines from the Alamosa Public Library.

2) Privacy of User Records

In compliance with Colorado Statute 24-90-119 and standard library policy, all user records are confidential. The state statute reads as follows:

- 1) Except as set forth in subsection (2) of this section, a publicly-supported library shall not disclose any record or other information that identifies a person as having requested or obtained specific materials or service or as otherwise having used the library.
- 2) Records may be disclosed in the following instances:
 - a. When necessary for the reasonable operation of the library;
 - b. Upon written consent of the user;
 - c. Pursuant to subpoena, upon court order, or where otherwise required by law;
 - d. To a custodial parent or legal guardian who has access to a minor's library card or its authorization number for the purpose of accessing by electronic means library records of the minor.
- 3) Any library official, employee, or volunteer who discloses information in violation of this section commits a civil infraction and, upon conviction thereof, shall be punished by a fine of not more than three hundred dollars.
- 4) A written request for reconsideration of a library resource made at a public library pursuant to section 24-90-122 (3) is not a library user record as described in subsection (1) of this section.

3) Patron Registration

All cards remain the property of the Alamosa Public Library and are subject to recall, with privileges suspended, for violation of the rules and regulations of the Alamosa Public Library.

- 1) **Regular Patrons:** Permanent residents of the San Luis Valley with identification and proof of physical address. Minors (under 18) require the co-signature of a parent or guardian. A parent's signature on a minor's application form constitutes their permission for the child to have a borrower's card and signifies a willingness to assume financial responsibility for all material checked out on the minor's card.
- 2) **Student Patrons:** Students at Adams State University and Trinidad State College with student I.D. and proof of Alamosa address. Home address is listed as permanent address if out of the San Luis Valley.
- 3) **Address Verification Cards:** Residents of the San Luis Valley with identification but no proof of address. Card expires in two months unless address is verified by patron showing required items such as the postcard mailed by the library or other qualified mailings.
- 4) **Temporary Cards:** Residents outside the San Luis Valley with identification and proof of current mailing address but no CLC card must purchase a temporary card having a one year expiration date.
- 5) **CLC Patrons:** Borrowers who possess a Colorado library card from another library being in good standing having identification and proof of current address.
- 6) **Restricted Patrons:** Borrowers from a residential treatment facility or a shelter must show proof of residence, such as a letter of residence. Restricted to three items checked out at any one time, and may not check out kits.

4) Borrowing Restrictions

Policies relating to length of loan period, renewals, and reserves. Restrictions are designed, not to curb use and access, but to provide equitable access among all patrons.

- 1) **Circulating print materials and audiobooks:** loan period is for three weeks from date of check-out. Items may be renewed in person, online, or by phone on or before the due date, up to two times only as long as there are no holds on the item. There is no limit on the number of books that can be checked out. There is a limit of ten audiobooks checked out on each patron account. Ten items may be reserved at a time and will be held for seven days.

- 2) **Movies:** loan period is for three weeks. Movies may be renewed in person, online, or by phone on or before the due date, up to two times as long as there are no holds. There is a limit of ten movies per account.
- 3) **Reference materials:** no loan period. Exceptions to this restriction are discretionary with the Library Manager.
- 4) **Inter-Library Loan:** Due dates and other restrictions on borrowed materials are set by the lending institution. Materials loaned by the Alamosa Public Library to patrons of other libraries are subject to the same restrictions as for materials loaned in-house. Exceptions are discretionary, depending on time, distance, etc. Usually, there is no charge.

5) Overdue Notices

Notices are sent to patrons to alert them to overdue materials and fines or fees due. A series of three notices will be sent:

- 1) Notification of overdue item(s) approximately one week after due date.
- 2) Notification 21 days after due date, itemizing missing materials, replacement cost, and processing fees.
- 3) If material is not returned within 30 days and replacement costs are not paid, further action, including the involvement of law enforcement, collection agencies and legal counsel, is discretionary with the Library Manager.

6) Lost or Damaged Materials

Patrons are expected to return materials in comparable condition as when checked out or to compensate the library for lost or damaged items.

7) Exceptional and/or Special Considerations

- 1) Schools, institutions, and other agencies are required to have an organizational/patron card in the name of the school, institution, or agency for use by authorized staff. These groups are subject to the same regulations as other patrons.
- 2) Patrons being charged for lost items may set up a payment plan, at the discretion of the Library Manager. Patrons who do not abide by the plan or pay replacement costs will have all privileges revoked.

- 3) **Claims Returned** - When a patron notifies the circulation staff that he/she has returned materials that staff cannot find in the library, the staff will change the status of the material to "claims returned". The patron is asked to continue to search for the material. All fees are removed at that time. At the end of the three years, if the material has not been found, it will be withdrawn from the library's collection. After three "claims returned" incidents for any one patron a warning message is placed on the account. If this becomes a reoccurring problem, borrowing privileges will be suspended until the patron has conferred with the Library Manager.

8) Responsibility

Library users are responsible for all materials checked out on their card or on the cards of children for whom they have assumed responsibility. If library users allow others to check-out materials on their card, those materials are still the responsibility of the card owner. Lost cards should be reported immediately. Library users are responsible for all materials checked out on their card up to the time that they report the card as lost.

Approved by Library Board
July 22, 2025