

[Use this template to build a Non-resident policy for patrons using your library. Consult the sample policy for ideas in developing one for your library.]

## CLC Policy [*library name*]

**Policy Statement:** The [*library name*] offers reciprocal borrowing privileges to non-[*library name*] residents who are Colorado Libraries Collaborate! (CLC) program participants.

### **Rules/Regulations:**

CLC Borrowers must have a picture I.D., proof of address and their local library card.

- Acceptable forms of picture I.D.: driver's license, passport, school I.D., or any other government-issued document showing a photo and borrower's name.
- Acceptable forms for proof of address: driver's license, check book, car registration, pay stub (with address), mail with a current postmark, bill, mortgage or lease agreement, or any "official" document with borrower's name and current address.

#### 1. CLC borrowers:

- a) It is the CLC borrower's responsibility to be in good standing at his/her home library. Cardholders not in good standing may not be eligible to borrow materials from the [*library name*].
- b) CLC borrowers will be informed about [*library name*] rules and policies.
- c) CLC borrowers are responsible for understanding and abiding by the rules and policies of the [*library name*].
- d) CLC borrowers are responsible for all materials checked out on their cards.
- e) Any materials borrowed by a CLC borrower are subject to the [*library name*] loan policies and due dates.
- f) CLC borrowers are allowed access to subscription databases from library computers.

#### 2. Seasonal Resident borrowers:

- a) Seasonal Residents are eligible for a [*library name Guest Card*].
- b) [*state guest card fees and any restrictions on borrowing*]

### Notes:

1. Local public library definitions and policies on identification, seasonal residents, circulation policies, loan periods, and returns may differ.
2. Participating CLC libraries can be found in the Directory of Colorado Libraries, [projects.aclin.org/directory/](http://projects.aclin.org/directory/).

Notes to Staff:

1. CLC Policy # 6: Participating libraries are expected to extend to CLC borrowers the same lending privileges received by their primary clientele. CLC borrowers will not be charged a non-resident fee when borrowing from a participating CLC library. If a library finds it necessary to put restrictions on the number and/or type of materials loaned to CLC borrowers, participation with this kind of restriction is preferable to non-participation.
2. In the August 21, 1991 opinion of the Office of the Attorney General: "Based on our reading of the library statute, CRS 24-90-101 *et seq.* there is nothing to prohibit a publicly supported library from withholding the library privileges of a patron who has overdue materials or fines at another publicly supported library."