

**\*\*Sample\*\***  
**CLC Card Policy**  
Mosquito Range Public Library District

**Policy Statement:** The Mosquito Range Public Library District (MRPLD) offers reciprocal borrowing privileges to non-MRPLD residents who are Colorado Libraries Collaborate! (CLC) program participants.

MRPLD also provides limited library services to seasonal residents.

**Rules/Regulations:**

- 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 MRPLD.
    - b) CLC borrowers will be informed about MRPLD rules and policies.
    - c) CLC borrowers are responsible for understanding and abiding by the rules and policies of the MRPLD.
    - 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 MRPLD 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 MRPLD Guest Card.
    - b) Guest cards require a \$25 refundable deposit and allow Seasonal Residents to check out up to 6 items at a time.

**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."