



## Use of Library Materials Policy

Adopted 1/10/2018; Revised 10/09/2019, 07/14/2021

The Jefferson County Library District supports and encourages access by all members of the public, regardless of age, education, race, ethnicity, language, income, physical limitations, or geographic barriers. Anyone may browse or use physical materials within the library; however, checking out physical or digital materials from the Jefferson County Library District requires the use of a library card.

### Library Cards

- Library cards are free to applicants of any age, with provision of current physical address and proof of identity, who meet any of the following criteria:
  - Residents or property owners in the Jefferson County Library District service area.
  - Residents of reciprocal borrowing library district service areas.
  - Non-residents who work or attend school in the JCL service area.<sup>1</sup>
- Library cards with limited privileges may be issued to borrowers who have not provided proof of current physical address, who have only a mailing address, or who lack identification.
- Minors under 18 years of age must have a parent or guardian give their consent on an application form before a library card can be issued.
- There is no fee to replace a lost or missing library card. Cardholders should inform the Library as soon as possible if a card is believed to be lost.
- Patrons are responsible for all use of their library cards, whether or not that use was with the patron's consent.
- JCL purges inactive library cards according to established procedures.

### Use of Library Materials

- Checking out materials from JCL requires the use of an active library card. Cardholders with fees on their accounts may have reduced or blocked borrowing privileges for physical items; however, they will continue to have access to digital items in the Library's collection.

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<sup>1</sup> [RCW 27.12.280 Use by nonresidents – Exchange of Books](#)

- JCL determines limits and conditions on the use of materials to maximize equitable use within the Library's budget. Therefore:
  - JCL loans materials for a specified period of time, considering demand, availability, and patron needs.
  - JCL may limit the number of items a patron may have checked out or on hold at one time.
  - JCL may charge fees for physical materials lost or damaged (see [Fees Policy](#))
  - Specific information about lending periods, restrictions, and replacement fees may be found in the [CLEO Circulation Handbook](#).
- JCL may deliver or mail physical materials to individuals within its service area who need accommodation to receive library materials.
- JCL may offer extended loan periods to patrons needing accommodation.
- Use of the Library or its services may be denied for reasons which include, but are not limited to; failure to return library materials or equipment, failure to pay library fees, or other inappropriate behavior as defined in the [JCL Library Standards of Behavior](#).
- All materials use privileges and restrictions apply to all library users, including library staff, Board of Trustees, and volunteers.
- The Director is authorized to establish and enforce procedures and limits for library privileges and will inform the Board of Trustees of changes.