

Code **NF**

Date Approved **4/08/96**

Date Revised **3/26/01; 5/28/01(D); 5/24/03(D);  
12/15/03; 9/3/04; 12/15/08; 10/17/16**

Policy Name **Customer Responsibilities**

1. Present your library card to borrow materials. Present your card to use the computers, if requested.
2. Patrons are responsible for items checked out on their accounts. Immediately report a lost or stolen library card.
3. Immediately report a change of name or address, showing appropriate and required proof of the change.
4. When obtaining a replacement card, bring valid photo identification. Parents requesting replacement cards for minors must show valid photo identification.
5. Check out all materials on the Library's circulation system prior to exiting the building. The Library reserves the right to require persons entering or exiting the building to open and disclose the contents of any bags, purses, briefcases and other containers which are being carried by or are in the possession of the persons.
6. Ensure all materials borrowed are returned on time.
7. Pay fees accrued on borrower account. The Library reserves the right to block checkouts and computer access, send accounts to a collection agency and/or notify the city prosecutor when fees exceed a set amount.
8. Pay for loss and/or any damage of borrowed materials that result in replacement, repairs, cleaning or reprocessing.