

LIBRARY CARD AND CHECKOUT POLICIES

LIBRARY CARDS:

The library will issue a library card to anyone meeting the following requirements:

- Be a permanent resident of Coconino County with a valid mailing address. (Ash Fork residents with a valid mailing address may get a Summer Visitor Card.)
- Have a government issued ID with name, current address, and picture (or valid Federal Military license). If the ID does **not** have the current Coconino County mailing address, one must also produce a proof of this address, such as a utility bill or checkbook with imprinted address.

For youth under the age of 18, a parent or legal guardian must show a current government issued ID meeting the above requirements and accept full responsibility for any lost or damaged materials borrowed on the child's card, as well as the child's choice in materials. The library staff does not restrict access to any materials based on age unless the parent asks us to block R-Rated DVDs when the child's card is first issued

SUMMER VISITOR CARDS:

Visitors from other counties, states, or countries **who will be in town for more than two months or who visit Williams on a regular basis** may register for a Summer Visitor Card by providing:

- A current, Government issued ID with their usual mailing address as well as a local mailing address

Visitors have limited access to physical library materials, but full access to electronic and online materials.

We ask that all cardholders notify us of any changes to mailing address, phone numbers, or email.

If a card is lost or stolen, the cardholder is responsible for all checkouts on it until it is reported as lost to the library. Library staff will then place a permanent stop on the card and issue a replacement with a new library card number and PIN.

CHECKOUT POLICY:

Each library cardholder may check out a maximum of 10 items at a time, which can include any combination of books, DVDs, or audiobooks.

Summer Visitors may checkout two items at a time.

All materials may be checked out for two weeks at a time.

In addition to this, any cardholder may check out 7 ebooks or e-audiobooks from Overdrive/Libby *and* 15 e-audiobooks from RBDigital. These items may be checked out for three weeks at a time.

Library materials may be renewed unless a hold has been placed on the item. You can renew items, place holds, or cancel holds by accessing your online account or speaking with library staff.