



LENDING POLICY

Valley of the Tetons Library collects and makes available a variety of materials for the community pursuant to Idaho Code §[33-2701](#) “to promote the establishment and development of public library service for all the people of Idaho.”

This policy establishes lending periods and limits in order to maximize access for all patrons. Responsibility for all borrowed items, as well as the use of in-branch internet service rests with the library card holder and/or the parent or legal guardian. Valley of the Tetons Library staff are available to assist patrons in finding material that best fits their needs.

OBTAINING A LIBRARY CARD

Library cards are available for Teton County, ID residents, non-residents, seasonal residents, youth, and Teton County, WY residents. Please visit a branch to get a library card or view the library card policy available online.

LOAN PERIODS AND RENEWALS

Some items and devices may be available only to patrons age 18 years and older. Valley of the Tetons Library is not responsible for any damage done to personal equipment while using library owned devices or tools.

ITEM	LOAN PERIOD	RENEWALS
Books	3 weeks	Two
Audiobooks, includes CD player	3 weeks	Two
Playaways	3 weeks	Two
Storytime Kits	3 weeks	Two
DVDs	1 week	One
Magazines, back issues	1 week	One
Devices, includes hotspots, laptops, light therapy lamps, dvd players	1 week	One
Tools and Things	1 week	One
Kits	varies	varies

RETURNS

Borrowed items may be returned at any Valley of the Tetons Library branch, located in Victor, Driggs, and Tetonia. Items and devices listed below must be returned to a circulation desk at any branch of Valley of the Tetons Library during open hours. If these items are returned while the library is closed or are put through the drop box, the patron will be charged the full replacement cost of the item.

In Person/ Open Hours ONLY

Tools, Kits, Dolls, Devices including hotspots, laptops, light therapy lamps, DVD players

Overdue Notices

An email reminder will be sent 2 days prior to an item being due, and reminder emails will be sent 3, 10 and 30 days after the due dates. To ensure you receive these emails, please make sure we have an up-to-date email address attached to your account. Not receiving library emails does not negate the patron's responsibility for returning library items.

Hold

We are confident that our patrons will strive to continue returning library materials in a timely manner. When items with holds have not been returned on time, library staff will make an effort to contact patrons with the items checked out to ensure timely access to desired items.

FINES and CHARGES

Libraries exist to enrich their community and strive to provide stress-free and open access to patrons. Overdue fines are not assessed on items from the majority of Valley of the Tetons Library collections. However, charges will be applied for lost or damaged materials from all collections, and items not returned properly. Valley of the Tetons Library may temporarily suspend a patron's library card due to excessive fees or abuse of borrowing privileges.

Late Materials

While traditional fines will not accrue, a replacement cost will be charged if an item is not returned within a reasonable time. For books and materials that check out for three weeks, after 30 days past due the patron's account will automatically incur the full replacement cost of the item. For DVDs and items that check out for one week, at 15 days past due the patron assumes the full replacement cost of the item. It is at the discretion of a library manager to determine if special circumstances allow replacement fines to be waived if items are returned after these designated periods. Once paid for, materials are the property of the patron and replacement fees will not be refunded.

Patrons with charges for items that have not been returned in the period listed in the previous paragraph will have their account blocked until related fees have been paid or have been satisfactorily worked out with a library manager.

If an item is late due to being lost or damaged, patrons should notify Valley of the Tetons Library of the item's status. Library staff will work with patrons to extend due dates (when possible and within reason) for missing items.

Excluded Materials

Due to their nature and cost, some library items will still incur fines. All devices including hotspots, laptops, CD/DVD players, light therapy lamps, and materials in the Tool Library are excluded from the Fine-Free Policy. Lending information, including loan period and fines, can be found attached to each device. Interlibrary Loan is free, however there is a \$5 per item fine for failure to pick up an interlibrary loan. Also, as Valley of the Tetons Library cannot make policies governing what happens to materials belonging to other libraries, this policy does not apply to Interlibrary Loans.