



LIBRARY CARD POLICY

A VTL Library card allows users to:

- Borrow material from VTL branches, place holds on items in VTL collections, utilize electronic/web/or app based resources such as Libby, and sign into their online account, where they can view current checkouts, fines or amounts due, and place and view holds.

VTL utilizes library cards to:

- Identify users of library materials, collect statistical information about materials borrowed, and provide a means to identify and communicate with patrons.

TYPES OF LIBRARY CARDS

Resident Card

Residents cards are free to:

- Persons who live or own property in Teton County, Idaho.
- Parents or legal guardians may apply for a resident card for minors of any age using their address. The parent or legal guardian accepts financial responsibility for use of the library card by their child and is required to be listed on the account until a minor reaches 18 years of age.
 - To register, residents must provide the following:
 1. A current driver's license with a Teton County, Idaho address.
 2. If this is unavailable, residents must provide an item from each of the following categories:
 - a. Photo ID. Examples include:
 - i. driver's license
 - ii. Passport
 - iii. Military ID
 - iv. Mexican Matricula Consular Card with Teton County, ID Address
 - v. student ID card
 - b. Proof of Residency. Examples include:
 - i. lease agreement
 - ii. utility bill
 - iii. recent mail with local address
 - iv. property ownership documents, such as a tax bill or receipt
- Individuals who are employed by a school in Teton County, Idaho may obtain a free Resident Card, whether they reside within the county or not.
 - To register, these individuals must provide a current photo ID and proof of local school employment.

Non-resident Card

Non-resident cards are issued to individuals who are otherwise not eligible for a Valley of the Tetons Library card. Non-residents cards provide access to all VTL materials and services.

- Non-residents may obtain a library card valid for 1 year for \$60 per household.
 - To register, non-residents must provide the following:
 1. Current photo ID
 2. Proof of current legal/ mailing address

Seasonal Card

Seasonal cards are valid for six months and free to:

- Individuals living and/or working temporarily in Teton County, Idaho.
 - To register, seasonal residents must provide the following two items:
 1. Current photo ID
 2. Proof of Residency. Examples include:
 - a. recent mail to a local address or PO Box
 - b. employee housing agreement
 - c. lease agreement
 - d. proof of employment such as a pay stub or letter from a Teton County, Idaho employer
 - e. signed letter from a Teton County, Idaho resident providing temporary housing to the seasonal applicant
- Current contact information must be validated to obtain a Seasonal card.
- Seasonal cards are limited to 3 physical items checked out at one time. This includes print material, DVD's, and Tools.
- Certain resources and services, such as Interlibrary Loans, hotspots, and laptops, are not available for seasonal cardholders.
- For full VTL access, any individual may choose to purchase a Non-resident card.

Reciprocal Card

VTL and Teton County Library, Wyoming (TCL) share a reciprocal card agreement expanding access to thousands of materials, services and resources. Overdrive/Libby, hotspots, and Interlibrary Loans are available through your home library.

- To register for a Reciprocal card at VTL, bring your TCL card and proof of Teton County, WY address to any library branch.
- To register for a Reciprocal card at TCL, bring your VTL card and proof of Teton County, ID address to a TCL branch.

LIBRARY CARD EXPIRATION AND RENEWAL

1. Resident and Reciprocal cards must be renewed every three years, during which staff will verify account info, check for accuracy and update as needed.
 - a. Patrons may be asked for current proof of residency, as when first registering.
 - b. Cards that remain unrenewed after three years are subject to removal.

2. Non-Resident cards are valid for 1 year and may be renewed on a yearly basis at the current non-resident library card fee.
3. Seasonal cards are valid for 6 months and can be renewed, or the patron can purchase a Non-Resident card, which provides full access to VTL services.
4. At any time a Seasonal or Non-Resident card holder becomes a resident or purchases property in Teton County, ID, they may obtain a Resident card.

VTL LIBRARY CARD RESPONSIBILITIES

Patrons of VTL are expected to:

- Present their card to circulation staff or be prepared to verbally identify themselves by giving a phone number, address, etc.
- Maintain all responsibility for VTL items borrowed with their card, as well as associated fines, replacement charges, and account actions, regardless of whether:
 - The cardholder has lost their card or it has been stolen. Lost or stolen cards should be reported to the library promptly.
 - The cardholder has let someone borrow or use their card.
- Assume responsibility for associated costs for certain items, damages, and material requiring replacement.
- Return specified items in person, during open hours, to avoid fines or item replacement costs:
 - These items include, but are not limited to, tools, hotspots and laptops.
- Keep account information current and inform VTL of changes to name, address, phone number, and email.
- If a patron wants to remove themselves from a shared card, Library staff can easily provide a new card and change account information.
 - NOTE: When spouses, partners, and families apply for a card, the first name on the account will be the authorized user. Only the authorized user can make changes such as removing a person from the card or updating contact information. VTL recommends caution when signing multiple people up on one card, and for patrons to consider obtaining individual cards.

USE OF LIBRARY CARDS BY YOUTH

Idaho Code Section §33-2701 states that “it is hereby declared to be the policy of the state of Idaho, as part of the provisions for public education, to promote the establishment and development of public library service for all the people of Idaho. By so declaring, the state acknowledges that the ability of its citizens to access information has a critical impact on the state’s education success, economic development, provision for an informed electorate, and overall quality of life”.

The Library Board of Trustees are charged with the responsibility of providing free and equal access to library materials and services to everyone. Valley of the Tetons Library does not limit or restrict access to any library materials based on age or content, unless

expressly required by law. Therefore, it is the policy of VTL that parents and legal guardians, not the library staff or board members, are responsible for monitoring and

approving the selection of materials made by minor children. It is the parents or legal guardians - and only these - who may restrict their children - and only their children - from borrowing specific library materials. Parents and legal guardians are encouraged to actively participate in their children's library lending activity and have the ability to view the current checkout activity of any minor on the parent or legal guardian's account. Parents and legal guardians are invited to accompany their children at the library.

CARDHOLDER CONFIDENTIALITY

Library cardholder account records are protected by Idaho Code Section §74-108. Valley of the Tetons Library District recognizes the importance of privacy in connection to intellectual freedom. Confidentiality regarding materials checked out, materials used, and activities performed with our resources and within our spaces is important to us. [View VTL's Privacy and Confidentiality Policy here.](#)

Legal review completed, adopted by Valley of the Tetons Library Board of Trustees on December 5, 2024.