



Sample Colorado Libraries Collaborate (CLC) Policy

Mosquito Range Public Library District

Policy Statement: The Mosquito Range Public Library District (MRPLD) offers reciprocal borrowing privileges to non-MRPLD residents who are Colorado Libraries Collaborate (CLC) program participants.

Rules/Regulations:

- Acceptable forms of picture I.D.: driver's license, passport, school I.D., or any other government-issued document showing a photo and borrower's name.
 - Acceptable forms for proof of address: driver's license, checkbook, car registration, pay stub (with address), mail with a current postmark, bill, mortgage or lease agreement, or any "official" document with borrower's name and current address.
- 1) CLC borrowers:
- a) It is the CLC borrower's responsibility to be in good standing at his/her home library. Cardholders not in good standing may not be eligible to borrow materials from the MRPLD.
 - b) CLC borrowers will be informed about MRPLD rules and policies.
 - c) CLC borrowers are responsible for understanding and abiding by the rules and policies of the MRPLD.
 - d) CLC borrowers are responsible for all materials checked out on their cards.
 - e) Any materials borrowed by a CLC borrower are subject to the MRPLD loan policies and due dates.
 - f) CLC borrowers are allowed access to subscription databases from library computers.

Notes:

1. Local public library definitions and policies on identification, circulation policies, loan periods, and returns may differ.
2. More program information and a list of participating CLC libraries can be found at <http://www.coloradovirtuallibrary.org/resource-sharing/clc/>

Notes to Staff:

1. *From the CLC Program Guidelines:* Adopt a CLC policy that states the local library's borrowing privileges for non-resident borrowers.
 - a. Participating libraries are encouraged to extend to CLC borrowers the same lending privileges received by their primary clientele.
 - b. The CLC member library board may establish its own policies for extending borrowing privileges according to non-resident borrowers. If a library of any type finds it necessary to put restrictions on the number and/or type of materials loaned to CLC borrowers, participation with this kind of restriction is preferable to non-participation.
2. In the August 21, 1991 opinion of the Office of the Attorney General: "Based on our reading of the library statute, CRS 24-90-101 et seq. there is nothing to prohibit a publicly supported library from withholding the library privileges of a patron who has overdue materials or fines at another publicly supported library."