



## Ridgway Public Library District

300 Charles Street

Ridgway, CO

(970) 626-5252

[ridgwaylibrary@yahoo.com](mailto:ridgwaylibrary@yahoo.com)

Website: [ridgwaycolibrary.org](http://ridgwaycolibrary.org)

### Hours of Operation:

Monday - Thursday: 10 A.M. – 6 P.M.

Friday: 10 A.M. – 5 P.M.

Saturday: 10 A.M. – 2 P.M.

### LIBRARY POLICIES

#### LIBRARY CARDS

A valid Ridgway Public Library card is required to check items out of the library. The first library card replacement is free. A \$5.00 fee will be charged for any additional replacements.

To receive a library card, you must present photo identification and documentation of your current local mailing address. Documentation may include:

- Driver's license
- Postmarked mail addressed to you
- Car registration in your name
- Copy of a current lease
- Property ownership on county records

By signing the library card, the applicant agrees to:

- be responsible for all items checked out to their card
- return all items by date due
- return all items in good condition
- promptly pay any charges incurred for lost or damaged items
- provide timely notification to the Ridgway Public Library of any change in contact information
- Ridgway Library cards being renewed every three (3) years

Children under sixteen (16) years of age may receive their own library card with the permission of their parent or guardian. A parent or guardian's signature on a child's application form is required and constitutes their permission for the child to have a card and signifies a willingness to assume responsibility for all items checked out on the child's card. Parent or guardian must have a valid library card.

A GUEST card may be issued to a Non-Colorado resident visiting the Ridgway area. Photo identification, proof of home mailing address, and a \$10.00 library card fee are required. GUEST card is valid for one year.

COLORADO LIBRARY CARD (CLC) participants with a current library card from any library in Colorado, a valid picture ID, and proof of mailing address may receive a Ridgway Public Library card for free.

## **CIRCULATION**

Library items are checked out for two (2) weeks:

- Books: twenty (20) per card
- Audio items: six (6) per card
- DVDs: ten (10) per card
- New Books: six (6) per card
- Periodicals: six (6) per card

All Ridgway & AspenCat items can be renewed up to two (2) times. Item will not renew if it is on hold for another patron. Renewals are automatic when there are no holds on the item. If an item does not renew automatically, the item needs to be returned to the library.

## **DOWNLOADABLE BOOKS, MUSIC, VIDEOS, AND MORE**

- Available through our Online Catalog: [ridgway.catalog.aspencaat.info](http://ridgway.catalog.aspencaat.info)
- Our website [ridgwaycolibrary.org](http://ridgwaycolibrary.org) has information about apps for downloading, including: CloudLibrary, Kanopy, Libby, and New York Times.

## **COMPUTER USAGE**

Patrons are guaranteed one (1) hour per visit, on a first-come, first-serve basis. Check out is required. Children under twelve (12) years of age must be accompanied by an adult.

## **ACCESS TO MINORS**

All patrons have access to library information regardless of age. It is not the responsibility of library staff to make decisions about what a child will read or view. It is the responsibility of the parents and/or guardians to supervise the reading and viewing of their children.

The Ridgway Public Library does not monitor and has no control over information access through the internet and cannot be held responsible for its content. As with other library items, restriction of a child's access to the internet is the responsibility of the parent or guardian.

## **FINES AND FEES**

Overdue Fines: Ridgway Public Library does not collect fines for returned overdue items.

Lost or Damaged Items: Patrons are responsible for all items charged to their library card. Items are declared LOST ninety (90) days after date due. Replacement cost will be based on the replacement price of the item, if available. If the item is out of print, library staff will estimate replacement cost based on current prices. A \$5.00 processing fee may be applied to each replacement item. Please talk with director before replacing an item.

## **SUSPENSION OF LIBRARY PRIVILEGES**

Check out privileges will be suspended when a patron has unpaid charges. Library privileges will be reinstated when items are returned or lost items charges are paid.

## **Use of Public Meeting Room**

- Meeting Room Rental \$25.00 (per use over one (1) hour).
- Nonprofit organizations are exempt from usage fees.
- If a Meeting Room has not been reserved, an individual or group may check out a Meeting Room for one (1) hour at no charge. \$25.00 fee for additional time.
- Groups using the Meeting Room(s) are expected to leave it in the condition they found it. If it is necessary for Library staff to clean up following a meeting the individual, group, or organization renting the room(s) will be charged \$25.00.
- If meeting is outside of library hours, a meeting room key may be checked out the business day prior to the meeting. Key must be returned by the next business day after the meeting.

*The Ridgway Public Library is a free and vital community resource providing opportunities to explore, discover, learn, grow, and dream.*