



www.pueblolibrary.org

Use of Materials

03.02.01.P1 Library Account Procedures

The Pueblo City-County Library District offers many different account types to remove barriers and facilitate equitable access to library users. Users are allowed to create one library account per person.

Online User Registration

Patrons who register by signing up for a library account online on our website, users will have thirty-sixty (60) days of access to PCCLD's digital collections. These accounts will expire after 30 days, at which time and require in-person registration is required to extend borrowing privileges and digital access.. registration to borrow from our physical collection. Required information: first and last name, and date of birth.

Resident Adult Account

Issued to applicants who reside, work, attend school or own property within Pueblo County. Required information: first and last name and date of birth. Verification of a resident account requires in-person registration with a government issued photo ID, which includes the applicant's name, date of birth, and current address. If the address is not current or not available on the photo ID, a second piece of proof of residency may be required.

Resident Minor Account

Resident accounts are also available for minors under the age of eighteen who reside, work, attend school or own property within Pueblo County, or whose parent/guardian reside, work, attend school or own property within Pueblo County. Required information is first and last name, and date of birth. Verification of a minor's account requires in-person registration with a parent or guardian and minor present. The parent or guardian will provide their government issued photo ID, which includes the parent or guardian's name, date of birth, and current address. If the address is not current or not available on the photo ID a second piece of proof of residency may be required. Both parent/guardian and minor must be present to verify a library account. The parent or guardian account must be in good standing to create a minor account. (Some accounts and locations may have special designations or prefixes for special user groups or account types, such as COHS, or CSUP, but adhere to the same borrowing rules.)

Organizational Account

Issued to an institution, company, ~~center~~, establishment or association that is either for-profit or non-profit, and has more than five (5) employees, members, partners, or associates. The individual applying for the account must have the authority to accept financial responsibility on behalf of the applying organization. Applications for an organizational account ~~may be obtained upon request from library staff are found in the Circulation Forms folder on the O drive, the application must list the names of any authorized users, and will be turned in to the circulation manager.~~ Organizational accounts expire after one ~~(1)~~ year.

Unverified Temporary Accounts

Issued to adult or minor applicants who reside, work, attend school or own property within Pueblo County, ~~but who are unable to provide proof of residence in Pueblo County at the time of registration..~~ Temporary accounts provide ~~thirtyninety (90)~~ days of access to digital library collections and two physical items at a time. ~~These accounts require in-person registration but do not require verification. Accounts expire after 30 days. may be extended ninety (90) days at a time.~~

Non-resident Accounts

Available for minors or adults who reside within the State of Colorado through the Colorado Libraries Collaborate (CLC) program. PCCLD offers non residents the same lending privileges for most physical collections and no access to digital collections. Physical checkouts exclude: Interlibrary Loans, Digital Devices, Chromebooks, Hotspots, Outdoor Recreation Collection, Library of Things, Tool Library, and Seed Library. See 03.02.01.P2 for CLC borrower responsibilities, privileges and restrictions. ~~As a member of CLC, Pueblo City-County Library District offers non-residents the same lending privileges that Pueblo County resident users are allowed, including physical items, subscriptions and digital items, except where vendors limit our ability to share resources.~~ Verification of a minor's account requires in-person registration with a parent or guardian and minor present. The parent or guardian will provide their government issued photo ID, which includes the parent or guardian's name, date of birth, and current address. If the address is not current or not available on the photo ID a second proof of residency may be required. The parent or guardian account must be in good standing to create a minor account. Both parent/guardian and minor must be present to verify a library account.

Student/Connect Ed Accounts:

These accounts are issued through the Connect Ed Program which is a collaboration between local school districts and PCCLD. ~~Public library school cooperative program or Connect Ed accounts are created using student enrollment information. enrollments occur through annual school enrollments.~~ Parents or guardians may opt students in or out of the Connect Ed Program while completing during school registration paperwork, ~~and these Connect Ed accounts do not require a guarantor. Application requirements include first name, last name, and date of birth. Contact information and residency details will be updated using school enrollment details.~~ Public library school cooperative program accounts and offer students at participating schools online access to databases, e-materials, and items from local library locations including: Up to five ~~(5)~~ books, books on CD, Playaways, Playaway book packs, magazines and puppets for 21 days. One ~~audio-visual item (DVD, BluRay, CD) (1): DVD, CD, or Playaway View~~ for 7 days.

~~Using Public library school cooperative program accounts: There are no cards required to use these accounts, borrowers will use their library account number and pin to borrow materials. No physical card is issued for Connect Ed accounts.~~ The Connect Ed library account number includes the district or charter school ~~prefix abbreviations, such as (D60, D70, or PSAS),~~ plus the school ID number (example: D60123456). The student's eight-digit date of birth is the pin number (example 01102010).

Library To You Homebound Accounts

Library To You Homebound accounts offer extended borrowing times of thirty (30) days for all item types for patrons who are physically unable to access library services. The ~~Library To You homebound service Program~~ Coordinator works with volunteers who ~~deliver pick-up and drop-off~~ library materials to homebound for patrons monthly. ~~The homebound service coordinator is available by calling (719) 562-5600, or an application for homebound services is available on the library website.~~ More information about this program and an application for this service are available online: <https://www.pueblolibrary.org/LibraryToYou>

Special Accounts

On a case-by-case basis, library account holders may be allowed to use a special account status designating limited borrowing privileges. Special accounts are intended to allow longer access than a temporary account provides, while limiting the account to five (5) items at one time.