



www.pueblolibrary.org

Use of Materials

03.04.12.012.P2 Colorado Libraries Collaborate (CLC) Program Procedures

Colorado Libraries Collaborate (CLC) is a reciprocal borrowing program that allows patrons of member libraries to borrow from other member libraries. PCCLD offers reciprocal borrowing privileges to Colorado residents who are cardholders at Colorado Libraries Collaborate (CLC) member libraries

<https://www.coloradovirtuallibrary.org/resource-sharing/clc/>.

Account Registration Requirements

- In-person registration is required for anyone wishing to set up a PCCLD account through the CLC program. To activate the account, the borrower must provide a photo ID and proof of Colorado residency.
- Acceptable forms of picture ID: driver's license, passport, school ID, or any other government-issued document showing a photo and borrower's name.
- Acceptable forms of 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.
- In the case of a minor, contact information for the child's parent or guardian must also be added to the account.
- After setting up an account, CLC borrower will be issued a PCCLD card.

CLC Borrower Responsibilities:

- 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 PCCLD.
- CLC borrowers will be informed about PCCLD policies and procedures and are responsible for understanding and abiding by them.
- CLC borrowers are responsible for all materials checked out on their cards. Any materials borrowed by a CLC borrower are subject to PCCLD loan policies and due dates.
- CLC borrowers are responsible for any fees incurred through overdue, damaged or lost items.

CLC Borrower Privileges

- CLC borrowers will not be charged a non-resident fee when borrowing from a participating CLC library.
- CLC borrowers have unlimited access to PCCLD's subscription databases.
- CLC borrowers may use their accounts to gain computer and internet access at any PCCLD library in accordance with PCCLD's Internet and Acceptable Use Policy.
- Pueblo City-County Library District offers non-residents the same lending privileges for books, print magazines and A/V collections that Pueblo County resident users are allowed.
- CLC borrowers may return PCCLD books at their home library. These materials will be returned to PCCLD through the state courier.

CLC Borrower Restrictions

- PCCLD does not offer access to digital collections to CLC borrowers.
- CLC borrowers are not permitted to check out items from the following collections:
 - Interlibrary Loans
 - Digital Devices, Chromebooks or Hotspots
 - Outdoor Recreation Collection
 - Library of Things
 - Tool Library
 - Seed Library