



## **Fairbanks North Star Borough Public Libraries Borrowing Services Policy**

This policy has been established to provide fair and equitable access to library materials that are available for loan from the Fairbanks North Star Borough Public Libraries.

### **LIBRARY CARDS--ELIGIBILITY AND REQUIREMENTS:**

Any person age 6 and older residing or owning property in the Fairbanks North Star Borough (FNSB) is eligible for a free library card from the FNSB Public Libraries. Minors ages 6 to 17 must be accompanied by their legal guardian in order to obtain a library card. There is a fee to replace a card.

The signature of a parent or legal guardian is required for persons under the age of 18 wishing to acquire a library card. The signing adult must meet the same requirements and provide the same information that is required in order to get a standard library card. Parents or legal guardians who sign for a minor child's library card accept financial responsibility for items borrowed with that card, as well as any fines or fees incurred with it.

Library cards are scheduled for renewal periodically in order to maintain current records.

### **RESPONSIBILITIES OF LIBRARY CARDHOLDERS:**

All cardholders accept responsibility for any use of their card and agree to abide by library policies and procedures. Patrons should have their library cards in their possession in order to borrow library materials. Lost or stolen cards must be reported immediately, and any change of name, address, email address, or phone number should be reported promptly.

Procedures will be established for the handling of items that are:

- Lost
- Damaged
- Returned overdue
- Returned with parts/pieces missing
- Claims returned by patrons

### **BORROWING LIBRARY MATERIALS:**

#### **Use of an FNSB Library Card**

Library cards are intended to allow patrons the privilege of borrowing materials from the collection, using in-library services such as the public computers, accessing licensed online content, borrowing materials from other Alaska Library Catalog (ALC) member libraries, and



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using Interlibrary Loan services. Some library items, such as those in reference collections, may only be used in the library. All circulating items may be checked out to any cardholder in good standing.

### Use of Alaska Library Catalog Member Library Card

Patrons who have a library card in good standing from an ALC member library may borrow materials from FNSB libraries but may not have access to licensed online content or Interlibrary Loan through FNSB libraries. Cardholders from other ALC libraries agree to abide by FNSB policies and procedures.

### CONFIDENTIALITY OF LIBRARY RECORDS:

The library maintains a confidential database of its users which includes information for personal identification, as well as any library items currently checked out to that borrower. The library does not maintain records of items that individuals have borrowed and returned in the past, except when there are unresolved issues with those items. Collection and maintenance of this information is necessary so that the library can account for Borough property. The library maintains the confidentiality of patron library records in accordance with Alaska Statute AS 40.25.140 Confidentiality of Library Records. This statute prohibits release of any information about a cardholder's record except to the cardholder.

### Law Enforcement Requests for Patron Information

AS 40.25.140 protects the confidentiality of library records except when required by court order. Such requests will be addressed by the Library Director or designee.

### [AS 40.25.140. Confidentiality of Library Records.](#)

**(a)** Except as provided in (b) of this section, the names, addresses, or other personal identifying information of people who have used materials made available to the public by a library shall be kept confidential, except upon court order, and are not subject to inspection under [AS 40.25.110](#) or [40.25.120](#). This section applies to libraries operated by the state, a municipality, or a public school, including the University of Alaska.

**(b)** Records of a public elementary or secondary school library identifying a minor child shall be made available on request to a parent or guardian of that child.