

# Lane Library District

## Library Privileges and Circulation Policies

The Lane Library District Board welcomes the use of the Creswell Library by individuals of all ages to support their personal, educational, recreational, and professional needs. The following policies and guidelines are provided to guide Library use, procedures, and to ensure equitable and fair use by Lane Library District residents.

### Statement of Responsibility

All cardholders accept responsibility for any use of their library card and agree to abide by Library policies and procedures. Cardholders must present their card for all account transactions. Applicants must provide adequate proof of identity and address, and must also provide an alternate contact.

By signing the library card application form the applicant agrees to:

- Be responsible for all use made using the library borrower's card.
- Obey the rules and regulations of the Lane Library District.
- Promptly pay for all lost or damaged materials and any other charges incurred.
- Report lost or stolen cards immediately.
- Provide timely notification of any change of address, phone number, email, or other information.

### Eligibility for a Library Card

The following categories of individuals with adequate identification are eligible to register for library cards:

- All residents of the Lane Library District. (Show photo identification and proof of address.)
- Non-residents of the Library District who pay taxes to support the Library District. This includes individuals who own a business or property located within the Library District but live elsewhere. (Show photo identification and proof of property ownership or tax statement.)
- Residents of areas outside the Library District may register for a card after paying a household non-resident fee. (Show photo identification with current address. Also see Out-of-District Patron Cards section below.)
- Youth under age sixteen (16) may be issued their own library card at any age, with a parent or guardian present and providing their signature and proof of identity and address. A parent's or guardian's signature on a child's application constitutes his/her permission for the child to have a borrower's card and signifies a willingness to assume financial responsibility for all material checked out on the card. (Extenuating circumstances will be considered. Please make an appointment to speak with the Library Director if your situation is unique.)

### Out-of-District Patron Cards

In fairness to those tax-payers who are residents and property owners within the Lane Library District boundaries, an annual fee will be charged to patrons who live outside of the district. The amount of the flat, per-household fee is evaluated each year during the budget process to be sure it is equitable and a fair value for services.

Out-of-district patrons must have a current Creswell Library card in good standing to check out materials or access library-provided databases from home. Library cards are not required to use the public computers at the Library, for other in-house services, or to participate in Library programs.

The Board may waive or reduce this fee at their discretion for reasons that may include, but are not limited to, volunteer work, hardship, or promotional campaigns. Currently, the Board has approved issuing cards to the following:

- Certified educators teaching within Lane Library District (must show current school ID). Card must be renewed each year by showing valid school ID,
- Creswell Library volunteers who consistently contribute at least twenty (20) hours per year to the Library. Card is issued after the first ten (10) hours are completed and expires every six months, but will be renewed as long as they continue to volunteer.

Purchased out-of-district library cards will automatically expire one year after date of issue. Payments will not be accepted for less than one year and there is no rebate for any unused portion of the time.

### **Lost or Stolen Cards**

Lost or stolen cards should be reported immediately. Replacement cards can be purchased at the Library circulation desk. A card with a new barcode number will be issued and the old card will be deactivated. At no time is any individual permitted to use more than one valid card.

### **Use of Cards by Others**

Cards are issued to individuals. A card may be used for checking out material by another family member or a caretaker with the cardholder's permission, unless that member's own borrowing privileges have been revoked. No cards are transferable for use by non-family members under any circumstances. The Library reserves the right to require another form of identification when a card is presented for use.

Only an individual's own card may be used for public computer access at the Library. Use of another person's card may result in suspension of computer privileges.

### **Card Expiration and Renewal**

Resident library cards are set to expire automatically after two years, but may be renewed if the patron is in good standing.

### **Suspension of Privileges**

Check-out privileges are automatically suspended when a patron has overdue materials or charges exceed \$5.00 on the patron's library card. Patrons with overdue materials or charges will also be blocked from using the Library's public computers. Checkout privileges will only be resumed when all overdue materials are returned and any charges are paid below \$5.00.

### **Exclusion from Library District Premises**

To protect the rights and safety of Library patrons and staff and to preserve and protect the Library's materials, equipment, and property, the Library District has established a Rules of Conduct policy that identifies behaviors prohibited on Library premises. Consequences for not following the policy may include suspension of library privileges or restriction from entering Library premises.

### **Borrowing Policy and Check-out Limits**

First-time cardholders are limited to five (5) items per card, ten (10) per family if there is more than one card issued.

**Number of items allowed and check-out period:**

Item Type	Check-out Period	Number Allowed	Overdue Fee/day
Regular Books	4 weeks	25	n/a
New Books	2 weeks	5	n/a
Videos	2 weeks	3	n/a
Music CDs and Audio Books	4 weeks	5	n/a
Kits	4 weeks	2	n/a
Game	4 weeks	1	\$0.25/day
<b><i>No more than a total of 25 items can be checked out at a time.</i></b>			

**Borrowing Records**

The Library does not maintain records of what individuals have borrowed and returned in the past, except when overdue charges have not been paid and/or lost materials have not been paid for. All information on the individual cardholder is confidential except for notification and collection of overdue materials.

**Holds**

All circulating library materials that are currently checked out may be reserved by either asking library staff to place a hold, or by the patron using the internet. The patron will be notified when the item is available. Materials will not be released to another person unless the patron has given authorization in advance. The names of authorized persons will be entered into the patron's account. The authorized person may be asked to present identification when they pick up an item.

**Renewals**

Items may be renewed two times by phone, in person, or by the patron using the internet (must not yet be long overdue to renew online). Cardholders may not renew any item that another customer has requested. Long overdue items may not be renewed.

**Interlibrary Loans**

The Lane Library District endorses and, within its practical limitations will abide by, the Oregon Library Association's [Interlibrary Loan Code for Oregon Libraries](#).

**Incoming Interlibrary Loans**

The Library will attempt to meet the needs of its patrons primarily by developing a diverse collection. However, in the event that the Library's circulation and reference materials are inadequate to meet a particular need, the Library will, upon patron request, attempt to borrow desired material from other libraries. The Library will honor other lending institutions' policies, including loan periods, replacement charges, and non-renewal or in-library-use policies.

To help defray the costs of delivery, a fee per item requested will be charged to the patron, regardless of whether they end up using the materials or not. Fees may be waived at the Director's discretion for certain materials if the patron demonstrates a documented need (for example, large-print and/or audio books for someone with a visual impairment). Because the Library does not aim to support major research and does not have the staff resources to do so, individual patrons are limited to three outstanding ILL requests at any time and rush orders are not available.

The Lane Library District will not borrow materials from institutions charging an interlibrary loan fee, unless the materials are unavailable from other sources locatable with a reasonable effort, and the patron agrees to pay the lending institution's fee in advance.

### **Outgoing Interlibrary Loans**

In fulfilling interlibrary loan requests from other libraries, Lane Library District will charge no fees and will process all such requests in a timely fashion. Staff will make every effort to fulfill requests for specific items in the collection, with the exception of those designated as Reference, New Books, Videos, Kits, Puzzles, or LeapPads. Requests from other libraries for subject searches or other in-depth reference services will be addressed only as staff time allows.

### **Material Requests**

Cardholders may place requests for materials any time on the Library website, or during library hours by telephone or in person. All requests will be evaluated using the Library Material Selection Policy, and if the item is acquired the requestor is given first option to check it out. Due to limited resources, we are unable to fulfill all requests.

### **Charges for Lost, Damaged, or Unreturned Materials**

A patron is responsible for all materials charged to his/her borrower's card. The Library does not charge the cardholder for damage due to normal use. However, patrons will be held responsible for costs of repairing or replacing damaged or lost materials. An item is declared long-overdue 45 days after it is marked as overdue and the patron will be billed for replacement.

The replacement charge is the cost of the item, as noted in the catalog system. A patron may replace long-overdue material with like material of equal or higher quality with approval of the Children's Librarian or the Library Director. No refunds will be given if items are later found by the patron. Charges for long-overdue materials not paid for will remain on the patron's record indefinitely.

### **Claims-Returned Materials**

When a patron notifies the circulation staff that he/she has returned materials that are classified as overdue, the staff will change the status of the material to 'claims returned'. Library Staff will check the shelves and the patron will be asked to continue to search for the material. The Library will continue to monitor the claim for two years. At the end of two years, if the material has not been found it will be withdrawn from the Library's collection. After three 'claims returned' incidents for any one patron borrowing privileges will be suspended until the patron has conferred with the Library Director.

### **Intentionally Damaging or Retaining materials**

It is a violation of state law and the Library District's policy to intentionally injure, deface, destroy, or retain Library property. Any person violating this subsection will have their library borrowing and Internet access privileges suspended and may be prosecuted to the full extent of the law. Library borrowing and Internet access privileges shall remain suspended or limited at the discretion of the Library Director, or designee, in consultation with the Library Board, regardless of whether the Library is fully compensated for damaged materials or property.

### **Implementation and Appeal Rights**

Library Staff, as delegated by the Library Director, will implement this policy. Library staff members are expected to make every effort to apply these rules in a fair, reasonable, humane, and positive manner.

Any person whose borrowing and Internet privileges have been suspended may appeal to the Library Director to have their privileges restored or limited to a lesser extent.