

# **Circulation of Materials Policy Driftwood Public Library City of Lincoln City, Oregon**

## **Library Cards**

All residents of the City of Lincoln City are eligible for borrowing privileges at Driftwood Public Library. By contractual agreement, residents of the Lincoln County Library District are also eligible for library services on the same basis as City residents. Driftwood Public Library also honors current, valid library cards from other member libraries of the Oceanbooks Network.

## **Applications for Library Cards**

Only those who can demonstrate residency or ownership of a business in Lincoln County are eligible for full privilege Driftwood Public Library cards. Individuals residing in residential programs for people experiencing homelessness may obtain a full-privilege card by providing a letter on official program letterhead signed by the program director or the director's designee. Timeshare owners are not eligible to receive a full-privilege Driftwood Public Library card.

In order to receive a library card, patrons must complete an application for a library card, providing name, mailing address, physical street address, and telephone number. Applicants must also provide photo identification and proof of a local address. If the photo ID does not reflect current address, the following will be accepted as proof of local address:

- First-class mail posted within the past 30 days
- Imprinted personal check
- Pay stub
- Bank statement
- Lease
- Rent receipt
- Utility bill
- Property tax receipt

Minors under the age of 18 must be accompanied by a parent or guardian when applying for a library card. The parent or guardian must provide their name, address, telephone number, and signature, and agree to accept responsibility for all use of the library card. Emancipated minors must show proof of emancipation and meet the above standards for information provided. The requirement that a parent or guardian be present is waived for minors who obtain a library card through their school media center.

Library cardholders are responsible for providing immediate notice of change of address or telephone number.

## **Use of cards**

Library patrons will be required to present their library cards in order to check out library materials. Patrons are responsible for any materials checked out on their cards, regardless of who has used the card. Lost cards must be reported to the library immediately.

## **Provisional Cards**

Adults and children who cannot provide proof of address may receive a provisional card, valid for 90 days. Visitors must show photo ID and complete a card application, providing as much contact information as possible. Each card may have a total of two items checked out at any given time. Provisional cardholders may place holds on Driftwood Public Library items, but are not eligible to place holds on items owned by other Oceanbooks libraries.

The provisional card may be renewed in person at the library's circulation desk indefinitely. After a probationary period of 120 days, provisional cardholders with their accounts in good standing (under \$25 in fines or fees, with no lost or billed items) may request to be upgraded to a full-privilege card.

## **Passport Cards**

Driftwood Public Library is a participant in the Oregon Library Association's Passport program. Individuals who hold a library card from a library that belongs to the Passport Program may request a Passport Card from Driftwood Public Library. Applicants must show their home library card, photo ID and complete a card application, providing name, address, and telephone number. This card is good for two years and allows cardholders to check out at total of two items at a time.

## **Institutional Accounts**

Institutional accounts may be issued at the discretion of the Library Director. The person signing the application will be completely responsible for regulating the use of the card(s) and for all materials checked out on the account.

## **Non-resident Cards**

The library will provide full-privilege cards to those living outside the library's service area for a fee established by the library and approved by the Lincoln City Council. Non-residents must show photo ID, complete the regular application forms and pay the fee at the time of the application.

## **Card Expiration and Renewal**

All library cards, except for temporary cards, are valid for two years. Cards may be renewed by verifying in person that the account information is current. Cards that have been expired for more than two years will be removed from the system, except for those cards with lost, overdue, or unresolved damaged items or fines on the account.

### **Loan Periods and Renewals**

The loan period for all circulating material is two weeks with the exception of DVDs, Blu-Rays and audio-visual equipment. DVDs and Blu-Rays have a one-week loan period and may be renewed once, providing they are not on hold for another patron. All other materials may be renewed twice either online, by telephone, or in person. Items with holds are not renewable.

Patrons may have a total of 25 items checked out at any given time. Of those, 10 may be Blu-Ray/DVDs, 10 may be music CDs, and 10 may be books on CD.

### **Holds on Circulating Material**

Patrons may place holds by logging into the Oceanbooks catalog or by presenting their library card at the front desk. Items will be held for one week.

### **Audio-visual Equipment**

The library maintains a small collection of circulating audio-visual equipment. Any registered patron with a valid card may check out audio-visual equipment. Patrons may reserve the use of audio-visual equipment in advance, including those systems that are available for use only in the library. A deposit may be required for AV items that are removed from the library. Loan periods are for 24 hours unless prior arrangements have been made with the Library Director.

### **Fines and Fees**

Daily fines and grace periods will be reviewed annually by the library and approved by the City Council. Items returned after the grace period has passed will be assessed fines retroactively from the due date. No checkouts will be permitted to patrons when their unpaid fines total \$25.00 or more. Other fees include fees for replacement of library cards and for lost or damaged materials. Damage includes, but is not limited to: underlining, defacing, scribbling; damage from liquids or pets; cutting or slicing. The full fee schedule is available in **Appendix A**.

### **Overdue and Billing Notification**

Patrons will be notified of overdue materials either by email, automated phone call, or first class mail. If a patron fails to return overdue materials within six weeks, the material will be considered lost and the patron will be billed for the replacement costs.

## **Interlibrary Loan**

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 circulating and reference materials are inadequate to meet a particular need, the library will, upon patron request, attempt to borrow desired materials from libraries outside of the Oceanbooks Network. The library will honor other lending institution's policies, including loan periods, replacement charges, non-renewal, and in-library use restrictions.

Because the library does not attempt to support major research and does not have the staff resources to do so, patrons may not place more than six interlibrary loan requests at a time. Cardholders may not borrow more than fifty items via interlibrary loan in a calendar year. Only Driftwood Public Library cardholders may place interlibrary loan requests through Driftwood Public Library. Temporary cardholders and Passport cardholders may not place interlibrary loan requests. In order to preserve borrowing relationships with other lending institutions, individuals with overdue interlibrary loan items will not be allowed to check out additional interlibrary loan items until the overdue item is returned. Additionally, new interlibrary loan requests will not be processed until overdue interlibrary loan items are returned.

The library will not charge fees for interlibrary loans, except in the case of patrons who fail to pick up ordered materials on more than two occasions. Unless the patron agrees to pay the lending institution's fee, Driftwood Public Library will not borrow materials from institutions that charge an interlibrary loan fee.

In filling interlibrary loan requests from other libraries, Driftwood Public Library will process all such requests in a timely fashion. In order to best serve its own patrons, the library will not loan high-demand items or items less than six months old.

**Revised February 3, 2016 per the Library Board**

## **Appendix A: Circulation Fee Schedule**

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| Non-resident fee:                              | \$12.50 for three months, \$25.00 for six months, \$50.00 for one year. |
| Daily overdue fee:                             | \$.05 per day per item  |
| Grace period:                                  | 7 days  |
| Lost Library Card replacement fee:             | \$1.00  |
| Lost or irreparably damaged library materials: | Retail cost of item.  |
| Lost or damaged packaging or labels:           | \$5.00 for replacement of packaging, \$1.00 per label.                  |
| ILL insurance fees:                            | Cost charged by lending library.  |
| Fee for failure to pick up ILL requests:       | \$5.00  |
| Printing/Photocopies:                          | \$.10 per single-sided page<br>\$.15 per double-sided page              |