



City of Corvallis

Administrative Policy – General Administrative

Policy # 1.08

Public Library Circulation Policy



Purpose:

The Library encourages everyone in the community to use and enjoy its facilities and services. To protect each individual's access to information and services, the Library has established rules governing the circulation of Library materials. These rules protect the borrowing privileges of Library patrons and preserve and protect the Library's materials.

Scope:

This Administrative Policy applies to all patrons in the Benton County Library Service District and to non-resident cardholders.

Policy:

This Policy outlines the Library patrons' financial responsibility for materials checked out on their cards, rules for circulation of Library materials, confidentiality of Library records, and eligibility for a Library card.

Procedures:

Responsibility

Patrons are financially responsible for all items checked out on their cards until those items are returned. The responsibility for returning materials on time rests with the patron and is not dependent upon receipt of a notice from the Library.

Fines are charged for materials returned to the Library after the due date on a per-day basis, whether or not the Library is open on those days. The Library will always be open on the due date itself.

If Library materials are damaged, the actual cost of repair plus a non-refundable processing fee will be charged to the patron.

Materials damaged beyond repair and lost materials will be billed at full replacement cost plus a non-refundable processing fee. Exceptions to this practice are outlined in Appendix A.

The Library may contract with a collection agency and/or take legal action to resolve long-overdue accounts. In those cases, a non-refundable fee for collection costs will be added to the total bill.

All fines, repair and processing fees, and collection costs are assessed for late or non-returned items and are due even if the items are returned. If needed, a payment schedule can be arranged to avoid undue hardship for the patron. Refunds will be given for lost and paid items returned within six months (less the processing fee) if the patron provides proof of payment.

A schedule of current fines, fees, and charges is attached to this document as Appendix A.

Patrons are responsible for notifying the Library about any changes in address, telephone number, e-mail address, name, or other relevant contact information.

Lost or stolen library cards must be reported immediately to Circulation Desk staff at any Library location. Upon notification, service to a lost card will be stopped; however, the patron is responsible for all activity on the card until it is reported lost or stolen. The Library reserves the right to deny future library cards in cases of theft, fraud, deception, or other illegal use of a library card.

Circulation of Library Materials

Limits on Borrowing and Loan Periods:

The Library reserves the right to limit the number of items checked out by any one person. Materials may be checked out from and returned to any branch in the Library system or the bookmobile.

Loan periods are enumerated in Appendix A.

Borrowing privileges and access to digital services are suspended for all unpaid accounts over a specified dollar amount.

Renewals:

Unless Library materials have a waiting list or are designated as non-renewable, they may be renewed on-line, at the Library, or through the Library's automated 24-hour telephone renewal line.

Claims Returned:

When a patron claims that an item has been returned, the Library is searched for the item. If the item is found or brought to the desk for checkout, the record is cleared. If the patron finds the item, the overdue fine is calculated from the due date to the return date, not to exceed the maximum fine amount. Unresolved "claims returned" items are placed in a special status, but remain on a patron's account, and an accumulation of five such items will result in the suspension of borrowing privileges until the problem is resolved.

Reserves/Holds:

Holds may be placed on all circulating Library materials (except magazines) on-line, by telephone, or in person. When the item is available, patrons are notified by e-mail or automated telephone system. Items not picked up by the deadline will be given to the next person in the queue or returned to the shelves.

Confidentiality of Library Records:

It is the policy of the Corvallis-Benton County Public Library to safeguard the privacy of its users, regardless of age, and to keep patron transactions confidential. Administrative Policy 2000-1.07, "Confidentiality of Library Records," describes this policy in detail.

Goals:

Define Patrons financial responsibility for items checked out on their library cards.

Define limits on borrowing and loan periods of Library materials, renewals, claims returned, reserves/holds, and confidentiality of Library records.

Define eligibility for a Library card.

Guidelines:

Eligibility for a Library Card

All borrowers must provide, at a minimum, proof of identity in the form of photo identification and their mailing address and meet the requirements set forth in one of the categories below, except as noted. Each individual may have only one library account.

All Library cardholders, including staff, volunteers, and board members, are subject to Library fines, fees, and borrowing rules. The only exceptions are cards issued by the bookmobile, which does not carry cash and does not accept payments.

a. Residents of the District and Non-Resident Property Owners

Any person who resides within the boundaries of the District will be issued, upon application, a library card at no cost.

Adult applicants are required to provide proof of residence in the form of a driver's license, rent receipt, checkbook, utility bill, recently postmarked mail, etc. Non-resident property owners must show proof of property ownership, such as a property tax statement.

Library cards for children, grades five and below, require the signature of a parent or guardian, but no other form of identification. Cards for those in sixth grade or above follow the same requirements as adults except photo identification and proof of address may not be required.

Cards require updating periodically and may be deleted from the system if the card is inactive. System access may be restricted if the card is not updated upon request.

See Appendix B for a Policy exception regarding cards issued by the Monroe Community Library.

b. Non-Resident Free Cards

Non-residents working in the District will be issued a free individual card upon showing proof of paid employment in the District.

Non-residents attending school in the District will be issued a free individual card upon showing proof of school attendance.

These cards will be valid for one year and may be updated annually upon showing proof of continued eligibility.

c. Non-Resident Paid Cards

Any individual or family living outside the District may purchase a library card.

All members of a family residing at the same address may be issued a card for one fee.

The fee for a non-resident card shall be set annually by Library staff in consultation with the Library Advisory Board. The current fee is listed in Appendix A.

A non-resident paid card will be valid for one year from date of issue.

d. Temporary Residents

Persons residing temporarily in the District may be issued a free card upon proof of address.

A temporary card is valid for up to six months. Abbreviated borrowing privileges may apply.

e. Special Cards

The Library reserves the right to issue special cards for which non-standard borrowing privileges apply.

Definitions:

Unless otherwise noted, "District" refers to the Benton County Library Service District, comprised of Benton County with the exception of the portion of North Albany within the Albany City Limits.

Review/Update:

The Library Director will prepare this Administrative Policy for review every five years for City Manager approval.

Appendices shall be reviewed annually by the Library Director.

Review and Authorization:

Library Director

Date

City Manager

Date

Rev #	Name	Change Date	Character of Change
0		Aug. 2002	Adopted
1		Dec. 2003	Revised
2		May 2006	Revised
3		Aug. 2007	Revised
4		Aug. 2009	Revised
5		Jun. 2010	Revised
6		Sep. 2011	Revised
7		Sep. 2012	Revised
8		Sep. 2014	Revised
9	Felicia Uhden	Dec. 2016	Revised & Reformatted

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1. Form or worksheet revision related to this document? No Yes

If yes, attach a copy of the revised form or worksheet.

2. Training required? No Yes

Appendix A
2016-2017 Loan Periods and Fees

Type of Material	Circulation Period	Overdue Fine Maximum Fine/Item
Adult new books, equipment, magazines, video games, and DVDs	3 weeks	\$.15/day \$5.00 Maximum fine/item
Adult circulating books, audio books, and compact discs	3 weeks	\$.15/day \$5.00 Maximum fine/item
Young adult magazines and DVDs	3 weeks	None
Young adult circulating books, audio books, and compact discs	3 weeks	None
Children's equipment, magazines and DVDs	3 weeks	None
Children's circulating books, kits, audio books, and compact discs	3 weeks	None

Note: A total over \$10.00 due on any Library account will block that account. Items may not be checked out until the balance is brought under \$10.00. Cardholders owing more than \$300.00 will lose Library access to digital services until the debt is brought below \$300.00.

Other Charges or Fees:

1. Non-resident household card: \$120.00 per year.
2. Lost materials: replacement cost plus non-refundable processing fee, except for magazines which have a total replacement cost of \$5.00.
3. Damaged materials: cost to repair or replace plus non-refundable processing fee.
4. Collection agency costs: non-refundable and passed on to the patron.

Other Limits on Library Materials:

1. Circulating items will renew for three weeks (unless there is a hold pending). Items in the Lucky Day collection may not be renewed.
2. Most items may be renewed up to five times. DVDs, equipment and videogames may be renewed twice. Magazines, maker kits, STEAM kits, and tablet computers may be renewed once. No item may be renewed if there is a hold pending.
3. Forty (40) items may be on reserve on one card at any one time.
4. Limits on borrowing:
 - DVDs: 20 items per collection type
 - Video games: 4 games
 - Lucky Day collection: 2 items
 - Equipment, maker kits, STEAM kits, and tablet computers: 1 per collection type
 - Other: 100 items per collection type

APPENDIX B
Policy Exception for Cards Issued by the
Monroe Community Library

All provisions of this Policy apply to the Monroe Community Library, with the following exception:

Cards issued by the Monroe Community Library are only available to:

1. Residents living within the Monroe 1J School District; or
2. Benton County residents living within the Harrisburg School District.