

# CIRCULATION POLICY



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The North Douglas Library District welcomes all individuals to use library collections and services. Individuals wishing to borrow materials, including both physical and digital items, may register for a library card and borrow library materials according to the following rules.

## Library Cards & Checkout Limits

The North Douglas Library District offers multiple types of library cards to anyone 5 years and older. Individuals under the age of 5 may participate for free in the Dolly Parton Imagination Library (learn more at [www.ndld.org](http://www.ndld.org)). Individuals wishing to apply for a library card must complete a library card application. Patrons under the age of 18 applying for a full card must have a legal guardian sign for them.

All NDLD cards are active for one year and then must be renewed (unless otherwise noted). Individuals may only have one NDLD card at a time. Cardholders may switch or update to other qualifying card types at the library desk. For all cards except Student Cards, please provide proof of identity and proof of address at time of application.

### Full Cards

- 25 items at a time (limit 10 DVDs).
- Full access to physical materials.
- Full access to digital resources.
- Technology & Library of Things checkout.

### **In-District Cards: FREE**

The North Douglas Library District follows the North Douglas School District boundaries. Cards are funded by property taxes within the District. In-District cards are available to:

- All District residents ages 5+.
- Business owners within the District.
- Employees and students of the North Douglas School District.
- Employees and local volunteers of the City of Drain, North Douglas Fire & EMS, North Douglas Parks & Recreation, and Douglas County Sheriff's Office.

### **Out-of-District Cards: Fees Vary**

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- \$47.00 for individuals or one household (same address).
- \$37.00 for seniors (65+) / veterans.

### **Partial Cards**

#### **Student Cards: FREE**

- 2 items at a time.
- Limited Library of Things checkout.
- No digital resource access.
- No technology checkout.
- Available to school-aged children living or going to school within the North Douglas School District.

#### **Oregon Library Passport Program Cards: FREE**

Available to any Out-of-District patron whose home library is enrolled in the Oregon Library Passport Program and is in good standing with their home library (over 160 other Oregon libraries, card terms set by individual libraries.).

- Yoncalla, Elkton, & Oakland Library Cardholders:
  - Valid for 1 year.
  - 10 items at a time.
  - Limited Library of Things checkout.
  - Digital resource access.
- Other Oregon Library Cardholders:
  - Valid for 3 months.
  - 5 items at a time.
  - No Library of Things checkout.
  - No digital resource access.
  - No technology checkout.

### **Temporary Cards**

#### **Digital Access Only: FREE**

- Valid for 3 months.
- Digital resource access only.

#### **Full Card: Fees Vary**

- Valid for 3 months.
- No Library of Things checkout.
- No technology checkout.
- \$15 per person.
- \$10 for seniors (65+) / Veterans

## **Cardholder Rights and Responsibilities**

All North Douglas Library District cardholders accept full responsibility for any use of their library card and agree to abide by NDLD policies and procedures. NDLD cardholders are responsible for all materials checked out on their library card. Parents or legal guardians are responsible for all materials checked out on their minor child's card. Cardholders are responsible for ensuring that materials borrowed on their card are returned on time and in the same condition as they were issued, excluding normal wear and tear.

### **Account Information**

All cardholders agree to provide timely notification to the District of any change of address, contact information, or other card application information.

### **Lost or Stolen Cards**

Lost or stolen cards should be reported to library staff in a timely manner. Lost or stolen cards will be deactivated. Replacement cards are \$1.00.

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

NDLD 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. The District reserves the right to require another form of identification when a card is presented for use and staff will not provide any additional account information to the family member or caretaker.

Only an individual's own card may be used for public computer access. Use of another person's card may result in suspension of computer privileges. Computer passes are available for individuals without a library card.

### **Card Expiration and Renewal**

All NDLD cards must be renewed periodically. In-District, Out-of-District, Student, and Yoncalla, Elkton, and Oakland Passport cards must be renewed annually. Other Oregon Passport cards and all temporary cards need to be renewed every 90 days. Expired library cards will need to be renewed before they can be used to borrow materials.

To renew your library card, please contact the District (by phone, email, or visit the library). Library staff will verify your account information. Card fees are due at the time of renewal, if applicable.

### **Suspension of Privileges**

The North Douglas Library District reserves the right to revoke or suspend borrowing privileges for violations or abuse of library privileges and/or policies. District staff, as delegated by the Library Director, have the authority to temporarily revoke or suspend borrowing and/or Internet access privileges. District staff are expected to make every effort to apply this Circulation Policy in a fair,

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reasonable, humane, and positive manner. Any person whose borrowing and/or Internet access privileges have been revoked or suspended may appeal to the Library Director to have their privileges restored or limited to a lesser extent within thirty (30) days. The person may also appeal, in writing, the Library Director’s decision to the NDLD Board within an additional thirty (30) days.

### Exclusion from Library Premises

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

### Loan Periods & Renewals

Item Type	Checkout Period	Number of Renewals	Material Returns	Max Items Out (Full Cards)	Max Items Out (Partial Cards)	Max Items Out (Temporary Cards)	Overdue Fee/Day	Days Until Considered Overdue	Days Until Considered Lost
Fiction & Nonfiction Books	4 weeks	1	Any designated NDLD material return	25	2 (Student), 5 (Passport), 10 (Yoncalla, Elkton, Oakland)	N/a (Digital), 25 (Full Card)	N/A	1	90
New Books	2 weeks	1	Any designated NDLD material return	10	2 (Student), 5 (Passport), 10 (Yoncalla, Elkton, Oakland)	N/a (Digital), 10 (Full Card)	N/A	1	90
Holiday Books	1 week	1	Any designated NDLD material return	10	2 (Student), 5 (Passport), 10 (Yoncalla, Elkton, Oakland)	N/a (Digital), 10 (Full Card)	N/A	1	90
Audiobooks, CD Music	4 weeks	1	Any designated NDLD material return	10	2 (Student), 5 (Passport), 10 (Yoncalla, Elkton, Oakland)	N/a (Digital), 10 (Full Card)	N/A	1	90
DVDs, Video Games	2 weeks	1	Any designated NDLD material return	10	2 (Student), 5 (Passport), 10 (Yoncalla, Elkton, Oakland)	N/a (Digital), 10 (Full Card)	N/A	1	90
Periodicals	4 weeks	1	Any designated NDLD material return	5	2 (Student), 5 (Passport), 10 (Yoncalla, Elkton, Oakland)	N/a (Digital), 5 (Full Card)	N/A	1	90
Library of Things	4 weeks	0	Pick up and return at library desk only	1*	1 (Student), 1 (Yoncalla, Elkton, Oakland)	N/A	\$0.25/day (\$5 cap)	1	7
Games & Puzzles (Library of Things)	4 weeks	0	Pick up and return at library desk only	2*	2 (Student), 2 (Yoncalla, Elkton, Oakland)	N/A	\$0.25/day (\$5 cap)	1	7
Technology (Library of Things)	4 weeks	0	Pick up and return at library desk only	1*	1 (Student), 1 (Yoncalla, Elkton, Oakland)	N/A	\$0.25/day (\$5 cap)	1	7
Local History & Other Special Collections	N/A	0	In-library use only	0	N/A	N/A	N/A	N/A	N/A
Digital Materials	Set by third-party provider	Set by third-party provider	N/A	Set by third-party provider	Set by third-party provider	Set by third-party provider	N/A	N/A	N/A

*\*Items valued over \$100 are not available to patrons under 18.*

Materials obtained through interlibrary loan (ILL) or reciprocal borrowing circulate according to the lending library’s policy.

Materials eligible for renewal automatically renew once. Renewals can also be completed at the library, through contacting the library by phone or email, or by logging into the patron’s online account.

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Exceptions include items that are on hold for another patron or items that have been overdue for over 30 days.

### **Borrowing & Reserves**

#### **Checking Out Materials**

Cardholders may present their library card or use their library card number or account name to check out materials. If District Staff do not recognize the cardholder, they may ask verification questions to confirm information in the cardholder's account before checkout.

#### **Checking In Materials**

NDDL materials must be returned to designated NDDL material returns, such as exterior book drops or inside the library at the circulation desk. All items are to be returned in the same condition as they were issued, excluding normal wear and tear. **Library of Things items may only be checked out and returned to the Mildred Whipple Library circulation desk. Please do not return items in the book drop.**

All items are checked for damage and completeness before they are checked in and removed from a cardholder's account. Replacement costs may apply if any item is returned broken or with missing parts. If a cardholder notices an item still on their account after a check-in process, District staff will work with the cardholder to resolve the issue.

#### **Borrowing Records / Checkout History**

The District does not maintain records of what individuals have borrowed and returned. Individuals may opt-in to checkout history by changing the settings while logged into their online account or by contacting the library. The District may retain records of patrons with outstanding overdue charges. All information on the individual cardholder is confidential except for notification and collection of overdue materials.

#### **Holds / Reserves**

Cardholders may place a hold request on items that circulate; exceptions can include reference materials such as rare or historically significant items and materials or items reserved for library program use. Cardholders may place hold requests by logging into their online account, in person at the library, or by contacting the library.

Hold requests are limited to 10 items for full library cards. Interlibrary loan and reciprocal borrowing hold requests are limited to 5 items. Oregon Library Passport cards are limited to 5 hold requests and Student cards are limited to 2 hold requests.

Available holds are checked out directly to the patron and available on the library's Reserves Cart. Cardholders will receive an automatic notification via their preferred contact method and then have 2 weeks to pick up their item before it is returned to circulation.

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### **Special Collections Borrowing Guidelines**

Special collections include items in the Library of Things, Local History, Professional Collection, and Technology & Electronic Equipment. Items in these collections may circulate or they may be reserved for in-library use only. Items in these collections complement the District's mission to provide access to information, space to express ideas, and resources for exploring the world. Special collections may require additional steps prior to use. Patrons who use items from these collections agree to abide by the North Douglas Library District's policies and guidelines for use.

### Eligibility

In general, items in the District's Special Collections are available to patrons who:

- Have had an NDLD account for at least 30 days, and
- Are in good standing with the District, and
- Are In-District, Out-of-District, Student, or Yoncalla, Elkton, or Oakland Passport cardholders.
- Special Collection items are not available to checkout to Reciprocal Borrowing or Inter-Library Loan participants, Temporary, or general Oregon Passport Program cardholders.
- In general, Technology & Electronic Equipment items or items valued over \$100 are not available to patrons under 18.

### Special Collection Use Restrictions

- Local History and Professional Collection items are non-circulating and are reserved for in-library use only. Patrons wishing to view items in either of these collections may inquire at the library desk.
- Library of Things and Technology & Electronic Equipment items may require patrons to sign a copy of the Special Collections Lending Agreement prior to borrowing some items.
- Circulating Special Collection items are limited to 2 items per household at any given time. Some items, such as Technology, are limited to 1 item per household at any given time.
- Non-Circulating, or In-Library Use Only, items may be attached to patron accounts during an agreed upon use period. These items must stay within the library during use.
- Not all Special Collection items may be suitable for all members of the community. Responsibility for a minor's use of materials, regardless of format or content, lies with the parent or guardian, not with the District.
- The District reserves the right to refuse service to anyone who abuses items or is repeatedly late in returning items.
- The District is not responsible for any injury, loss, or damage that may occur from use of an item from the Special Collections.
- District staff and volunteers claim no expertise and make no representation concerning the fitness of any item for any particular use. Patrons using Special Collection items agree that if any borrowed item becomes unsafe or in a state of disrepair to immediately discontinue use of the item and notify the District.

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- District staff may be available to explain the general operation of Special Collection items. However, by borrowing an item from the Special Collection, the borrower is certifying that they are capable of using that item in a safe and proper manner.
- Patrons should use care when handling Special Collection items. Once an item is handed to a patron, the item becomes the responsibility of that patron. The District is not responsible for any liability, damages, or expense resulting from use or misuse of the item. Any use of a Special Collection item for illegal purposes, unauthorized copying of copyright-protected material in any format, or transmission of threatening, harassing, defamatory, or obscene materials is strictly prohibited.

### **Restrictions & Fees**

#### **Overdue, Damaged, Lost, or Unreturned Materials**

Library materials are considered overdue the day following the date due. The North Douglas Library District is fine free and does not charge late fees on items returned after the due date, with exception of Library of Things items which have overdue fees of \$0.25/day (capped at \$5.00).

The District does not charge cardholders for damages due to normal wear and tear. A \$5.00 cleaning fee may be applied to any Library of Things or Technology & Electronic Equipment item that is returned dirty. Cardholders will be charged for damaged materials that no longer can be circulated. Cardholders may choose to cover the replacement cost of the item plus a \$5.00 processing fee or bring in a brand new, identical replacement item within 30 days (\$5.00 processing fee still applies).

Cardholders with overdue materials will be notified through the following schedule:

<b>Number of Days Overdue</b>	<b>Type of Notification</b>	<b>Method</b>
7 days	1st notice	Cardholder preferred contact method.
14 days	2nd notice	Cardholder preferred contact method.
30 days	3rd notice	Cardholder preferred contact method. Cardholder blocked from checking out additional materials until overdue items are resolved.
60 days	4th notice	Bill mailed.

Cardholders with an item overdue at least 30 days will be blocked from checking out additional materials until the item is returned or resolved with senior library staff. After 60 days overdue the library will send patrons a bill for the replacement cost of the item plus a \$5.00 processing fee. There are no refunds if the item is returned after the bill has been paid. Charges for long-overdue materials not paid will remain on the patron's record until they are resolved. These charges may be waived at the discretion of the Library Director.

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**Intentionally Damaging or Retaining Materials**

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

**Enforcement of Policies**

The Library Director and designated staff are authorized to interpret and enforce these policies in accordance with applicable law and to ensure appropriate behavior of all persons in the library facilities. Persons found to be violating District policies will be asked to discontinue that activity. If they continue, they may be asked to leave the library facility in accordance with the District’s Code of Conduct.