



Banks Public Library Circulation Policy

Policy

To provide for the efficient and equitable circulation of materials, the library sets policies that govern the manner and means for the use and loan of various library materials, the eligibility for borrowing privileges and the rules under which a library account is to be used.

Rules for Use of Library Resources

General Statement

The applicable policies, guidelines, rules and regulations of the Washington County Cooperative Library Services (WCCLS) are adopted as those of the Banks Library and incorporated by this reference, as augmented by the rules stated below. To the extent there are any conflicts between adopted WCCLS policies and these policies, the WCCLS policies shall supersede those of the Banks Library. Any ambiguities in the administration, interpretation and enforcement of these policies shall be resolved first by interpretation of the Director, and ultimately by interpretation of the Banks Library Board.

Eligibility for a Library Account

- In accordance with contractual agreements undertaken between the City of Banks and Washington County, all residents of Washington County, Oregon are eligible to apply for a WCCLS library borrower's card at the Banks Public Library without having to pay a non-resident fee. Borrowing privileges for people who are not Washington County residents are extended in accordance with WCCLS Policies and Procedures.
- The Banks Library adheres to WCCLS Policies and Procedures governing the issuance and use of library cards, the circulation of library materials and the management of library records.

Library Cards

- A valid library card is required for any person to check out materials from the library.
- A person applying for a library card must present identification verifying their identity and current address in accordance with WCCLS Policies and Procedures.
- Library cards can be issued to minor children meeting the eligibility requirements. A parent or legal guardian presenting proper identification may register a minor child, but the minor must also be present. A standard WCCLS library card application

form, completed and signed by the parent or legal guardian, is required to issue a general-category borrower card to a minor child if the responsible adult is not present.

- A Youth Access library card can be issued to a minor child who meets the eligibility requirements, without a parent being present, if the child can provide the information required to register for this type of account. Notification will be given to the parents or legal guardians that a limited access library card was issued to the minor child.
- A library card or other accepted identification as defined in WCCLS Circulation Policies and Procedures shall be required to complete any library transaction.

Borrower Responsibilities

- Borrowers are responsible for returning library materials by the due date. Library materials must be returned in the same condition as they were when borrowed, except for the wear incurred by normal and prudent use.
- Borrowers are responsible for all charges resulting from the use of their library cards. Parents or legal guardians are responsible for all charges incurred on cards issued to their minor children.
- Presenting a library card to complete a circulation transaction implies that the patron whose name is on the library account has given consent to use the card.
- Borrowers must notify the library immediately if a library card is lost or stolen. The borrower is responsible for all items checked out on a lost or stolen card until the library has been notified and steps are taken to inactivate the card.

Withdrawal or Limitation of Borrowing Privileges

Borrowers who repeatedly and excessively keep overdue materials, repeatedly return materials in damaged condition or who otherwise abuse their borrowing privileges can, at the Library Director's discretion, have borrowing privileges limited, suspended or withdrawn. Parents or legal guardians who are registered as the parent or guardian of record on the account may revoke the library accounts of their minor children by notifying the Library Director.

Circulation Periods and Rules

- Non-Circulating Materials: Books and other materials designated "Non-Circulating" (i.e. Reference) cannot be checked out. Materials that the Library Director deems fragile, hard-to-replace, valuable, or in great demand for in-library use shall also be non-circulating.
- Loan Periods: Loan periods are governed by WCCLS Circulation Policies. Loan periods are generally one, two or three weeks, depending on the type of material, and patron demand (i.e. best-sellers).
- Renewals: Library materials can be renewed, subject to WCCLS Policies and Procedures.

- Check-out Limits: WCCLS Policies and Procedures limit the total number of items a borrower is allowed to check out on their account at any one time, according to the parameters of the patron account type and/or type of material.
- Accounts in Good Standing: Library materials are to be checked out only to a borrower whose account meets the parameters of “good standing” , as set by WCCLS Policies and Procedures, as follows:
 - The account has up-to-date registration information.
 - The account balance does not exceed \$19.99
 - The numbers of materials checked out do not exceed item circulation limits for their patron type as noted in the Material Type Settings Table.

Requesting Library Materials

A library user can request library materials that are checked out or available at other libraries by placing a “hold” on the material. A hold restricts the material's renewal and causes it to be set aside for the requesting borrower.

Inter-Library Loans

- The library can act as intermediary for borrowers requesting the loan of materials from other libraries outside the WCCLS consortium. These transactions are referred to as inter-library loans and are subject to the lending library’s policies.
- All fees charged by the lending library (e.g., photocopying, etc.), over and above the normal library postage rate, shall be paid by the borrower. Loaned materials are the responsibility of the borrowing library and its borrowers.
- Patrons requesting inter-library loans must bring their accounts into good standing, according to the parameters set by WCCLS Policies and Procedures, before requests are processed.

Overdue Materials

- WCCLS member libraries do not charge overdue fines for any library materials.
- Borrowers shall be notified of overdue materials in a timely manner by a series of reminders sent to the borrower’s preferred method of notification. A bill for lost materials shall be sent to the borrower if the materials are not returned. The library reserves the right to employ means to ensure the return of long overdue materials and the payment of outstanding fees.

Fees

- Rates for fees are set by the current WCCLS Circulation Policy.
- Borrowers who have lost or not returned borrowed materials shall be charged the replacement price for the materials. WCCLS Policies and Procedures do not permit a borrower to purchase a replacement copy in lieu of payment.

- In accordance with the WCCLS Circulation Policy, most member libraries do not issue refunds for the return of lost and paid-for items. No refunds will be issued for materials belonging to the Banks Public Library or to any WCCLS member library that have been lost, and were paid for at the Banks Library, then subsequently found.
- A charge shall be assessed for damages to or lost parts of library materials. This charge shall not exceed the cost of replacing the materials and shall be based on the charges listed in the WCCLS Circulation Policy Lost/Damaged Parts Chart.

Confidentiality of Patron Records

- Library patron circulation records are confidential and are exempt from the public disclosure laws, in accordance with Oregon Revised Statute 192.502 (22). It is the policy of the Banks Public Library and WCCLS to protect the right of privacy of all individuals by not disclosing such records without the borrower's card or other accepted, current identification.
- Similarly, it is the policy of the Banks Public Library to not disclose patron registration information, including verification of the fact that an individual is a registered borrower and any specific information such as name, address, telephone, employer, or other personal information except to the borrower and to authorized library employees acting within the scope of employment.
- Borrowers can choose to permit a spouse, family member, or other individual to have limited access to their account by giving permission to associate that account with another account. Both parties must give consent for this association to be activated.
- Information from the accounts of minor children can be disclosed to the parent or legal guardian registered on the library account, upon presentation of the child's library card or accepted ID, or if the account has been previously associated with the account of the parent or legal guardian of record on the child's account. Any limitations to the extent and nature of the information that a parent or guardian can access are set in the WCCLS Circulation Policy and Procedures.
- The WCCLS Manager is the legal custodian of library records and is the only party authorized to receive or comply with public records requests or inquiries from law enforcement officers. The WCCLS Manager can delegate this authority to the appropriate library personnel. The WCCLS Manager confers with the County Attorney before determining the proper response to any request for records. The Banks Library shall not make library records available to any agency of state, federal or local government unless a subpoena, warrant, court order or other investigatory document is issued by a court of competent jurisdiction, showing good cause and in proper form and the requirement for compliance has been verified with the WCCLS Manager. Staff is directed to refer any law enforcement inquiries to the Banks Library Director. It is the Library's policy to inform patrons of federal or state laws that affect the confidentiality of their records.

History

Original 09/12/1996
Revision 1 11/18/2004
Revision 2 09/15/2015
Revision 3 12/10/2019
Revision 4 05/11/2021