

CIRCULATION PROCEDURES

The circulation procedures of the Fern Ridge Library District exist to facilitate community access to the materials and information contained in the Library's collections.

Fern Ridge Library District Cards: Eligibility and Registration

In order to borrow materials from the Fern Ridge Library, library users must register for a Fern Ridge Library card. Cards are issued free of charge to residents of the Fern Ridge Library District. The boundaries of the Fern Ridge Library District are the same as the Fern Ridge School District.

Categories of Eligibility

Fern Ridge Library District Residents: Any person who shows proof of residence within the district limits may get a Fern Ridge Library District card at no charge. This includes, but is not limited to, residents of Veneta, Elmira, Noti, and Walton.

Non-residents: Those out of district patrons belonging to one of the following groups will be given free library cards:

- Fern Ridge School District 28J Employees
- City of Veneta Employees
- Lane County Fire District #1 Employees and Volunteers
- Lane Board Designees
- Business Owners in library district
- Fern Ridge Library District Volunteers

All must show proof of employment or property tax statement to qualify, and must show proof of employment when they renew.

Acceptable Identification

Applicants for Fern Ridge Library District cards must show identification with a current residential address. All cards are valid for two years, at the end of which time applicants will be asked to present an acceptable form of identification for address verification. The Library may, at any time before the expiration date, require that current address identification be shown. The following are considered acceptable identification:

A valid Oregon driver's license or identification card issued by the Oregon Motor Vehicle Division with photo and current residential address; or,

A valid temporary driver's license with current residential address along with an official photo identification from a school or government agency; or

A residential property tax statement for a Lane County residential property with the name of the applicant along with both a copy of a current utility bill for that property and an official photo identification card from a school, government agency, etc; current rent receipt or imprinted check.

For applicants under the age of fourteen (14), a parent or legal guardian must be present with the applicant. All address verification information then becomes the guardian's responsibility. Parents or guardians will also be responsible for all items checked out on their children's cards until the child is age eighteen (18).

Loan Periods and Limits

The following loan periods and limits have been established to provide library users with an adequate amount of time to both use library materials and return them so that they are available in a reasonable amount of time for other users.

Loan Limits: A library user may have up to 25 items checked out at any time.

Loan Periods: The majority of items within the library's collection may be borrowed for 4 weeks. If the due date falls on a holiday when the library is closed, the loan period will be extended until the next day that the library is open. Loan periods have been established for the following library materials:

New Fiction: 14 days

Books and Audio Books: 28 days

Videos and DVD: 7 days

Music CD's: 14 days

High Demand Items: New materials that are in high demand may be temporarily assigned a 7 or 14 day loan period with no renewal.

Circulating Periodicals: 14 days

Renewals: There is a limit of 1 renewal for most items, if the item is not reserved by another library user. Items may be renewed by telephone or on-line. Library users who wish to renew by phone are advised to do so in advance of the due date in case their items cannot be renewed. 7 or 14 day items are not renewable.

Non-Circulating Items: Items that have been designated for reference do not circulate. In general, these are titles that are not designed to be read from cover to cover but are used to find answers to specific questions, and must be available at all times to the Reference staff in order to respond to requests for information from the public as efficiently as possible. The Library Director may grant exceptions to this rule.

Return of Items: All items must be returned to the Fern Ridge Library, either within the Library or via the 24-hour drive-up book drop.

Fines and Fees

Overdue Materials: overdue fines are assessed for items returned past their due date to encourage library users to return their materials by the designated return date so that they are available for other users. Fine rates are as follows:

Standard Loan Period Items: \$.10 per day

Videos and other 7 day items: \$.50 per day

New Fiction and other 14 day items: \$.25 per day

Interlibrary Loan Items: Above fines apply if overdue. If an Interlibrary Loan item is not picked up by a patron a charge of \$1.00 will be assessed.

Maximum Fine: In order to encourage return of long-overdue materials, there is a maximum per-item fine of \$5.00, exclusive of item damage. The maximum fine does not include any fees that may be accrued as a result of referral to a collection agency.

Waiver of Fines and Fees: The Circulation staff has the option of waiving or reducing charges under \$20.00 without director approval if they determine that extenuating circumstances so warrant. Fines may be worked off with Director approval. See addendum.

Damaged Items: Charges are also assessed for lost or damaged materials to encourage library users to take proper care of public property. Charges will be assessed for materials returned damaged. See attached fee schedule.

Replacement Costs: In those instances when an item has been lost or damaged severely enough to require replacement (such as a missing page, markings made with a pen, original accompanying material lost), the

library user will be charged for the current replacement cost of the item, plus processing fee. Patron has the option of replacing the item (same format) plus processing fee.

Lost or Destroyed Item Replacement

Payment in cash or check accepted as the preferred method. Patrons may provide a replacement for a lost or destroyed item provided it is the same type as the original. Final decision to accept a replacement rests with the Director if there is any question.

Fern Ridge Library District Cards: Library users must present a valid Fern Ridge Library card for checkout of all library materials. If they forget to bring their cards to the library, they must show ID. If staff can verify the validity of their cards in the library database, checkout will be permitted. Library users who have lost their Fern Ridge Library District cards should apply for new ones by showing valid identification (see Acceptable Identification above) and by paying a non-refundable \$1.00 replacement charge. Original cards found after a replacement card has been issued must be destroyed or returned to the library for disposal.

Overdue Notices: In order to remind library users that they have outstanding overdue items, two notices will be sent out: one after an item is 1 week overdue, and a final billing when the item is three weeks overdue. If patron has e-mail, the first notice only will be sent by e-mail. The final bill will be sent by US Mail. Failure to receive a notice will NOT be considered grounds for waiving a fine, as library users are responsible for keeping track of the due dates of their library material. No notices are sent for fines only.

Payment of Fines: The library will accept the following forms of payment for fines accrued:

Cash

Personal check made out to the 'Fern Ridge Library' on a check drawn on a local area bank account with proper ID and for the exact amount of the fines.

Refunds: If a library user locates an item after he or she has paid for it, a refund will be issued for the cost of the item less the processing cost of the item. The \$5.00 fine will not be refunded. Refunds for amounts of \$5.00 and under will be issued immediately from library cash. Refunds after one year require Director approval.

Special Services

Holds: Library user may place a hold on a specific item that is currently checked out or for which there is a waiting list. When the item becomes available, the user will be telephoned a minimum of 2 times, indicating that the item is being held for them at the Circulation Desk for one week. Library users are responsible for notifying the Library if they no longer need a requested item and wish to be removed from the waiting list.

Interlibrary Loan Requests: Library users may request that the library attempt to locate and borrow for their use a specific book or magazine article that is not available in the Fern Ridge Library's collection. Library users who fail to return material borrowed for them via interlibrary loan will be charged for the cost of the item (as determined by the lending library). Library users who request an item via interlibrary loan and fail to pick it up upon notification by library staff will be assessed a fee of \$1.00 for each unclaimed item. For more information regarding this service, see the Fern Ridge Library District Interlibrary Loan Principles.

Denial of Borrowing Privileges

Library users will have their borrowing privileges denied when they have one item that is overdue by 5 days, or when their fines exceed \$5.00, or when a fine is 2 months old. A library user may also have borrowing privileges denied when the library has reason to believe that the user has changed address; when this is the case, the library user must present current acceptable identification before being permitted to check out any more materials.

Responsibility

Library users are responsible for all materials checked out on their card or on the cards of children for whom they have assumed responsibility. If library users allow others to check out material on their card, that material is the responsibility of the card owner. Lost cards should be reported immediately; library users are responsible for all material checked out on their card up to the time that they report the card as lost.