

## CIRCULATION POLICY

### Statement of Purpose

The Siuslaw Public Library District is committed to providing free and open access to a broad range of informational, recreational, and cultural resources for library patrons of all ages. In order to facilitate the most equitable use of the Library District's resources the following Circulation policies apply:

### Eligibility

- The Siuslaw Public Library District is funded by an annual property tax assessment paid by those residing within the Library District's boundaries. Library cards are available to these district residents without additional cost. Library cards are also provided to residents of tax-exempt properties located within the Library District's boundaries without charge. Anyone who does not meet the Library District residency requirement may purchase a card subject to quarterly or annual renewal fees. Out-of-district fees are assessed to ensure that non-residents and residents contribute to the support of the Library District. Fees are set by the Library Board. Residency is determined according to the definition contained in ORS 247.
- Library cards are also available to persons owning or renting residential or commercial property within the Library District, regardless of residence, and library patrons in good standing at a library participating in the Oregon Library Passport Program without charge.
- Patrons in good standing at libraries participating in the Lane Council of Libraries Consortium (Springfield, Cottage Grove, Junction City, Oakridge, Fern Ridge Library District, and Lane Library District/Creswell) may use their card from their home library at either branch of the Siuslaw Public Library District with the understanding that materials will be returned directly to either location of the Siuslaw Public Library.
- Youth under the age of 16 must have the signature of their parent or guardian on their library card application. In signing the application, the signer accepts responsibility for items checked out on that card.
- Youth between the ages of 16-18 may apply for a library card without the signature of a parent or guardian provided they have valid photo identification and proof of residency.

- Institutions and businesses that operate a physical service outlet within the district may apply for an institutional card. Institutional card applications must be accompanied by a letter from the institution or business stating the names of all persons associated with the institution or business who will be allowed to use the card and the name and address of the party or parties responsible for items checked out on the card.

A patron may designate a proxy for their library card account. The proxy designation must be authorized by the card holder, who is responsible for all materials checked out on their card by their authorized proxy.

### Responsibilities

In using their library card, a patron accepts responsibility for:

- All materials borrowed with their card
- Returning all items borrowed in good condition and by date due
- All damages, fines and fees incurred on this card
- Notifying the Library District of change of name, address, email, or phone
- Notifying the Library District if their card is lost or stolen

Failure to comply may result in:

- Fines and/or fees
- Denial of borrowing privileges
- Denial of equipment-use privileges, including public computer use

The Library Director may choose to cite a patron for willful detention of library materials under ORS 357. In such cases, collection fees may be assessed. The current list/publisher price of a lost or damaged item shall be the replacement cost. Where a lending library, for an interlibrary loan, has assessed a higher cost, then that cost shall apply.

All records of the Siuslaw Public Library District relating to patron registration and borrowing records are considered confidential and will not be released without an appropriate court order ORS 192.

Exceptions to these policies are at the discretion of the library director or designated representative.

Adopted by Board of Directors: May 15, 2013  
Revised by Board of Directors: January, 16 2019