

Subject: Circulation Policies

Date Issued: 2/14/2023

Last Revised:

The mission of Clatskanie Library District is to provide the community with a place to expand their knowledge and create community.

Policy Statement

The following policies are necessary for accurate tracking of library materials and to ensure fair access for all patrons. There are, though, situations when staff can use judgment when enforcing policy. If there is a question about enforcement, the Director or staff member in charge should be consulted.

Eligibility for Borrowing:

All residents who live within the Clatskanie Library District service area are eligible to become registered borrowers of the CLD. The Library provides services to persons living outside the district through the Oregon Library Passport Program. If a nonresident does not fit the requirements of the Oregon Library Passport Program, they may elect to pay the \$25/year fee for access to all library services.

Loan Periods:

The lending period is three (3) weeks for most items. Exceptions may apply to special materials and collections.

Renewing Materials:

Most items can be renewed up to 2 times. Items on hold for other patrons cannot be renewed and must be returned by their due date. Interlibrary loans are not renewable.

Late Fees:

Clatskanie Library District does not charge overdue fines for any materials.

Late notices are mailed when item(s) are 28 days overdue. Items not returned within sixty (60) days of their due date are declared lost and the patron's account is charged the replacement cost.

Borrowing privileges may be suspended when items are overdue and/or the dollar amount owed for lost or damaged materials exceeds \$10.00.

Lost or Damaged Items:

Patrons are responsible for the replacement cost of an item that has been lost or has been damaged beyond repair.

InterLibrary Loan Service

- All types of materials may be requested through interlibrary loan. The decision to fill the request is left to the discretion of the lending library.
- CLD does not charge for interlibrary loan service.
- The loan period is three weeks. Interlibrary loan materials may not be renewed.
- The number of interlibrary loans allowed per borrower at a time is two (2). Exceptions may be granted at the discretion of the Library Director.
- Patrons are responsible for lost items. Charges are based on the fees charged by the loaning library.