

PATRON POLICY

Library Cards:

Cost: Library cards are free to any resident of Camas County
Non-resident cards are available to people not living within the boundaries of Camas County for a fee of \$30.00 for a family or an individual fee of \$7.50 per year.

Proof of residency: Any person wishing a card might obtain one by including both a physical address and a mailing address.

Registration Card: Patron must sign card saying they will obey regulations and be responsible to pay fines, lost or damaged books.

The card must include the following information:

- Name
- Mailing Address
- Physical Address
- Telephone number
- Reference (may be waived)
- Occupation

Loan period

- Videos --- one library day may be renewed
- Audio ---- two weeks may be renewed
- Books --- two weeks may be renewed
- Encyclopedia— one library day
- Magazines --- two weeks

Renewals

There are no limits on the number of renewal per item if another patron does not request it.

If an item is requested by another patron only one renewal is allowed.

Renewals may be made by phone. If any item is overdue it may not be renewed by telephone.

Fines

All patrons will pay 10 cents per library day fine on any overdue material with the exception of videos.

Videos are charged \$1.00 per library day.

There is three-day grace period, however if items are not returned within that time the fine is retroactive to the due date.

Overdue fine limit is \$5.00--only for over dues--when this is paid privileges can be reinstated. This is a one-time courtesy. The second time the fines exceed \$5.00 it shall be \$5.00 for each item. The third time the fines shall be paid as they have accrued.

Lost or damaged books

Patron must reimburse the library for a lost or ruined item the replacement cost plus an additional \$5.00 processing fee.

Any damaged items will be charged \$2.00.

Recalls

Any item on loan is eligible for recall by another patron after one renewal. Recall notices are sent by first class mail to borrowers. A fine of \$1.00 per day is assessed for each day past the recall due date for the recalled book. There is no grace period for recall fines.

Liability of video or audio equipment

Should any tape be caught in electronic equipment the library is not responsible for the repair. No tape should be used if the tape appears damaged.

Search request

If you cannot locate an item in its proper place, you may submit a search request at the Circulation Desk. A media available notice will be sent if the item is found.

Materials not found

If the needed title or subject is not available a request for a book from another library may be made at the circulation desk.

Fines for ILL materials

Requested material not picked up-\$2.00

Not returned on time-\$.50 a day- No grace period

Change of address

It is the borrower's responsibility to have his/her correct mailing address on file with the library.

Return of materials

It is the patron's responsibility to return material. If it cannot be found and the patron says it was returned a form could be signed stating it was returned.

Access with disabilities

Any material a patron cannot obtain for himself may be requested for at the circulation desk.

Visually impaired patrons can sign up for material through the State Library and the librarian will have form available for this.

Use of workstation

Use of the computer for reference is unlimited unless someone else is waiting to use it. If you have been on it for one hour you must give it up 15 minutes after another requests usage of it.

Non-residents will be charged \$2.50 an hour for computer use.

Visiting patrons

If a family member who is a registered patron can vouch for them its OK.

Chairperson

8/25/03

Date revised