



UMATILLA PUBLIC LIBRARY

700 6TH Street

P.O. Box 820

Umatilla, OR 97882

Policy Number: 001
Policy Name: Circulation Policy
Date Adopted: October 19, 2020
Document Status: Revision

Circulation Policy

1. REGISTRATION

- a. All borrowers must be registered and must have a valid local or system patron card to borrow library materials.
- b. Patrons must fill out an application form to register for a new library card. The following statement will be printed on the registration form for the patron's information and acceptance: "I apply for the right to use the library and will abide by its rules. I will pay fines or damages charged to me and give prompt notice of any change of address."
- c. Identification is required. A driver's license or ID is preferred; however, any other official ID or recent non personal piece of mail may be acceptable.
- d. Applicants under 18 years of age must have a parent or guardian give their consent on the application form before a new card can be issued. This parental signature is not required for children who are renewing or replacing cards.
- e. Materials cannot be checked out until a library card is issued.
- f. All library cards expire after three years from the date of issue. In order to renew a library card, patrons must produce identification and must clear all outstanding fines and bills.

2. LOST OR FORGOTTEN CARDS

- a. If a patron loses their library card, they should notify the library as soon as possible and request a replacement. Cost to replace a library card is \$2.00.
- b. All patrons, adults and juvenile, are expected to bring their library cards with them if they intend to check out items. An individual who ignores this expectation will be denied the privilege of checking out materials until they present their card at the library.

3. LOAN PERIODS

- a. Books and audio books are loaned for a period of three weeks.
- b. Reference books do not circulate. Upon request, some reference materials may be checked out overnight.
- c. Books may be renewed twice if there is not a waiting list for that title.
- d. Periodicals may be checked out for three weeks and may be renewed.



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- e. DVD's are loaned for 1 week with one renewal allowed. DVD's are limited to 5 per patron.
- f. There is a 50-item limit on the number of items a patron can borrow at one time.

4. HOLDS

- a. Patrons may place holds either in person, via the Internet or over the phone. Patrons will be notified by phone, text, or email (depending on preference), when the materials are available. There is no charge to the patron for placing a hold for interlibrary loan services

5. FINES AND CHARGES

- a. Fines for overdue books, magazines and audiobooks are \$0.20 a day per item. Fines for DVD's is \$0.50 a day per item.
- b. A first and second notice is sent after the material is due. After the second notice, a replacement bill will be sent with the cost of replacement.
- c. Patrons who have been sent overdue notices shall be denied borrowing privileges until those overdue materials are returned or paid for if lost and/or damaged.

6. DAMAGED MATERIALS

- a. If materials that are damaged and deemed unsuitable for the collection, the patron must pay the replacement cost. A notice of these charges will be sent to the borrower.

END OF POLICY

Adopted by the Umatilla Library Board of Directors on 7-16-2014

Revised on 10-19-2020