

Circulation of Materials Policy Driftwood Public Library

Library Cards

All residents of the City of Lincoln City are eligible for borrowing privileges at Driftwood Public Library. By contractual agreement, residents of the Lincoln County Library District are also eligible for library services on the same basis as City residents. Driftwood Public Library also honors current, valid library cards from other member libraries of the Oceanbooks Network.

Full-Privilege Library Cards

Those who can demonstrate residency or ownership of a business in Lincoln County are eligible for a full privilege Driftwood Public Library card. Individuals participating in residential programs for people experiencing homelessness may obtain a full-privilege card by providing a letter on official program letterhead signed by the program director or the director's designee. Provisional cards (see below) are available for those who are unable to provide proof of address, and can be upgraded to a full-privilege card after a probationary period.

Adult Patron Requirements:

- Completed library card application
- Photo ID
- Proof of physical address (if different from that on photo ID). The following will be accepted as proof of address:
 - First-class mail posted within the past 30 days
 - Imprinted personal check
 - Pay stub
 - Bank statement
 - Lease
 - Rent receipt
 - Utility bill
 - Property tax receipt
 - Other paperwork displaying the applicant's current street address, with Circulation Supervisor or Library Director approval.

Minor (Under 18) Patron Requirements:

- Completed library card application with physical address in Lincoln County
- Parent or guardian signature

Emancipated minors must show proof of emancipation, along with meeting the identification requirements for an adult card.



Provisional Cards

Adults and children who cannot provide proof of address, or who are temporarily residing in the area, may receive a provisional card. These cards are valid for 90 days and may have a total of two items checked out at any given time.

Provisional Card Requirements:

- Completed library card application
- Photo ID.
 - If photo ID is not available, alternate forms of ID may be accepted at the discretion of the Circulation Supervisor or Library Director.

An expired provisional card may be renewed in person at the library's circulation desk. After a probationary period of 120 days, provisional cardholders with their accounts in good standing (under \$25 in fines or fees, with no lost or billed items) may request to be upgraded to a full-privilege card.

Passport Cards

Driftwood Public Library is a participant in the Oregon Library Association's Passport program. Individuals who hold a library card from a library that belongs to the Passport Program may request a Passport Card from Driftwood Public Library. Applicants must show their home library card, photo ID and complete a card application, providing name, address, and telephone number. This card is good for two years and allows cardholders to check out a total of two items at a time.

Institutional Accounts

Institutional accounts may be issued at the discretion of the Library Director. The person signing the application will be completely responsible for regulating the use of the card(s) and for all materials checked out on the account.

Non-resident Cards

The library will provide full-privilege cards to those living outside the library's service area for a fee established by the library and approved by the Lincoln City Council. Non-residents must show photo ID, complete the regular application forms and pay the fee at the time of the application.

Use of the Library

Library patrons are required to present either their library card or photo ID in order to check out library materials. Patrons are responsible for any materials checked out on



their cards, regardless of who has used the card. Lost cards must be reported to the library immediately. Library cardholders are responsible for providing immediate notice of change of address or telephone number.

Card Expiration and Renewal

All library cards, except for temporary cards, are valid for two years. Cards may be renewed by verifying to a library staff member that the account information is current. Cards that have been expired for more than two years will be removed from the system, except for those cards with lost, overdue, or unresolved damaged items or fines on the account.

Loan Periods and Renewals

- Books, periodicals, and most other library materials: 14 days
- DVDs and Blu-Ray discs: 7 days
- Special library items (culture passes, equipment, etc.) may have varying loan periods.

Patrons may have a total of 25 items checked out at any given time.

Holds on Circulating Material

Patrons may place holds by logging into the Oceanbooks catalog or by presenting their library card at the front desk. Items will be held for one week.

Fines and Fees

Driftwood Public Library does not charge daily overdue fines. Other fees will be reviewed annually by the library and approved by the City Council. No checkouts will be permitted to patrons when their unpaid charges total \$25.00 or more. Other fees include fees for replacement of library cards and for lost or damaged materials. The full fee schedule is available in Appendix A.

Overdue and Billing Notification

Patrons will be notified of overdue materials either by email, automated phone call, or first class mail. If a patron fails to return overdue materials within six weeks, the material will be considered lost and the patron will be billed for the replacement cost.

Interlibrary Loan

The library will attempt to meet the needs of its patrons primarily by developing a diverse collection. However, in the event that the library's circulating and reference materials are inadequate to meet a particular need, the library will, upon patron request, attempt to borrow desired materials from libraries outside of the Oceanbooks Network. The library will honor other lending institution's policies, including loan periods, replacement charges, non-renewal, and in-library use restrictions.



Because the library does not attempt to support major research and does not have the staff resources to do so, patrons may not place more than six interlibrary loan requests at a time. Cardholders may not borrow more than fifty items via interlibrary loan in a calendar year. Only Driftwood Public Library cardholders may place interlibrary loan requests through Driftwood Public Library. Temporary cardholders and Passport cardholders may not place interlibrary loan requests. In order to preserve borrowing relationships with other lending institutions, individuals with overdue interlibrary loan items will not be allowed to check out additional interlibrary loan items until the overdue item is returned. Additionally, new interlibrary loan requests will not be processed until overdue interlibrary loan items are returned.

The library will not charge fees for interlibrary loans, except in the case of patrons who fail to pick up ordered materials on more than two occasions. Unless the patron agrees to pay the lending institution's fee, Driftwood Public Library will not borrow materials from institutions that charge an interlibrary loan fee.

In filling interlibrary loan requests from other libraries, Driftwood Public Library will process all such requests in a timely fashion. In order to best serve its own patrons, the library will not loan high-demand items or items less than six months old.

Revised February 21, 2018 by the Driftwood Public Library Advisory Board

