

# Circulation Policy

Board adoption date: \_\_\_\_\_ Revision date(s): \_\_\_\_\_

## Quick Reference Summary (Sage + BCLD Key Standards)

**Maximum items** checked out per card: 50 (Sage standard)

**Maximum holds/ILL requests:** 15 (Sage standard); 20 (educator)

Loan periods:	Renewals (if no holds/blocks on item):
<ul style="list-style-type: none"><li>• 21 days (General standard)</li><li>• 14 days (Equipment/Tech)</li><li>• 7 days (High Demand)</li><li>• 42 days (Educator account)</li></ul>	<ul style="list-style-type: none"><li>• 2 (Standard)</li><li>• 1 (Educator)</li></ul>

### Account suspension thresholds for outstanding balances:

- \$5.00 general checkout block
- \$40.00 computer/printer use block (May be overridden with purchase of Computer Guest Pass)
- \$100.00 digital resources block (Libby, Hoopla, etc.)

### Overdue fees:

- Standard materials
  - \$0.20/day (standard)
  - \$0.10/day (youth)
  - \$0.05/day (Ready2Learn)
- **Equipment & Technology:**
  - \$1.00/day (days 1–7) ; \$5.00/day (day 8+)

### Maximum overdue period before item is billed as lost:

- 30 days (standard; equipment & technology)

### Maximum time lost item eligible for return for credit:

- 6 months (standard)
- 60 days (equipment & technology)

### Maximum overdue fines:

- \$5.00/item (standard)
- \$50.00/item (equipment & technology)

### Borrowing requires (one of the following):

- library card (physical or SageCat app)
- account number & PIN
- photo ID
- Forgot Your Card form

# Circulation Policy

## 1. Purpose and Scope

Baker County Library District (BCLD) provides equitable access to library materials and services for the Baker County community and eligible borrowers. This policy establishes:

- borrower eligibility
- library card account types
- cardholder responsibilities
- borrowing rules and privileges
- account management and access requirements

Circulation procedures adopted by the Library Director implement this policy.

BCLD participates in the Sage Library System (Sage), the organization that operates the shared integrated library system (ILS) and resource-sharing network used by BCLD and partner libraries. BCLD membership in Sage enables its patrons to borrow materials from other member libraries according to Sage system standards. Where Sage sets systemwide circulation limits, timelines, thresholds, and related rules, those elements govern BCLD practice. BCLD may maintain additional local policies that do not conflict with Sage requirements.

## 2. Definitions

“**Cardholder**” means an account owner, the individual or organization to whom a BCLD library account was issued.

“**Account in good standing**” means an account not blocked for unpaid fees, lost items, disciplinary restrictions, or other unresolved account issues.

“**Account sponsor**” means an adult age 18 or older who has agreed to be the responsible party for activity on a juvenile account.

“**Youth**” means a person under age 18.

## 3. Library Accounts and Eligibility (BCLD Local Policy)

**BCLD resident accounts** are issued to persons who live in or own property in Baker County, Oregon, who do not already hold an account at another public library within the Sage Library System. Applicants must resolve any outstanding billing issues on existing accounts prior to receiving a BCLD library card.

### **Access Without Standard Identification**

BCLD provides library access to all members of the community. Individuals who are unable to provide standard identification or proof of address may be issued a **Limited Access account**, particularly for youth, using alternative forms of verification as defined in BCLD circulation procedures.

**Visitor/Non-resident accounts** are available for a fee based on the average annual amount Baker County households pay toward BCLD in property taxes, and specified in the BCLD Fee Schedule.

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**Oregon Library Passport (OLP) Program** accounts are provided free of charge for individuals with a library card in good standing at another participating OLP library. OLP participants may be issued a temporary BCLD Passport Patron account with Limited Access account privileges, subject to Passport Program rules.

## 4. Account/Card Types

### 4.1 Full Access

Applicants must (each element required):

- Be at least 18 years of age
- Complete and sign a **BCLD registration form**;
- Present a **valid photo ID** issued by the Oregon DMV, other Oregon state agency, or Oregon tribal nation listing name and birthdate;
- Provide proof of a **residential address in Baker County, Oregon for at least 90 days** (a PO Box alone is not sufficient); **OR** proof of **property ownership** in Baker County; **and**
- Resolve billing issues and surrender any prior public-library account in the Sage Library System.

Privileges:

- up to **50 items checked out (physical)**
- up to **15 holds in Sage**
- up to **2 non-Sage interlibrary loan requests at a time (10 per year)**
- access to e-books and online resources
- access to Library of Things collection, including equipment and technology items

Renewal:

- **3-year renewal cycle**

### 4.2 Standard Access (Regular / Advanced)

**Eligibility:**

Applicants must:

- be at least 16 years old
- complete a library card application
- present a **valid photo ID** issued by any US state, federal agency, or tribal nation listing name and birthdate; or present alternative acceptable photo identification as defined in BCLD circulation procedures
- provide proof of residence, property ownership, or employment in Baker County

**Types/Privileges:**

**Regular**

- checkout up to **6 items**
- up to **6 holds**

**Advanced**

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- accounts in good standing for one year may be upgraded to **12 items checked out**
- access to Library of Things collection, including equipment and technology items

Additional conditions:

- no non-Sage interlibrary loans
- access to e-books and online resources

Renewal:

- **annual renewal**

## 4.3 Limited Access

Eligibility:

Applicants must:

- be at least 16 years old
- complete a library card application
- provide acceptable photo identification, or alternative verification accepted by library staff
- attest to temporary residence in Baker County

Privileges:

- checkout up to **2 items**
- **no Library of Things, equipment or tech items**
- **no holds**
- **no interlibrary loans**

Restrictions:

- may not have access to some premium databases
- for use in Baker County only

Renewal:

- **3-month renewal**

## 4.4 Youth Access Cards

### 4.4.1 Standard Youth (age 6 – 17) & Ready2Learn (age 5 and under)

Account sponsors, such as parents/grandparents/guardians or other adults, may obtain a library account for Youth under age 18, provided:

- The account sponsor has a valid BCLD account.
- The Youth is present at application or issuance of the card.
- The custodial parent/guardian's printed name and valid contact information is provided on the application form.

Terms

- The Youth account expires when the borrower turns 18 years old.
- Account sponsors may designate the Limited Privileges option the library is able to offer. Restrictions remain in effect until amended by the account sponsor.
- Outstanding charges may be transferred to the account sponsor upon expiration of the Youth account, or upon authorization by the Library Director.

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- Youth account privileges may be restricted or suspended due to disciplinary action or unresolved charges on the Youth's account or on any account for which the sponsoring adult is responsible.

## 4.4.2 Limited Access Youth:

Limited-Access Youth accounts may be issued when standard identification cannot be obtained from a parent/guardian or sponsor. BCLD will attempt to notify parents by mail of the card issuance.

May be issued without a parent/guardian present when the Youth provides:

- A completed and signed BCLD registration form
- Valid parent/guardian contact information
- Verification of address through mail sent by the library

### Terms:

Expire one year from date of issue or on the borrower's 18th birthday, whichever comes first.

## 4.4.3 Independent / Emancipated Youth (Regular):

Youth age 16–17 may obtain a Standard account without parental authorization if they meet eligibility requirements.

## 4.5 Special Account Types

### 4.5.1 Educator:

Educators and homeschooling instructors may receive an Educator card upon verification of employment or ESD registration.

Privileges:

- Double standard loan rules: 42 day loan period, 30 holds
- **late fee immunity for items less than 30 days overdue**

Renewal:

- annual renewal required.

### 4.5.2 Institutional:

Institutions and government agencies in Baker County may obtain institutional cards to support their missions.

Examples include:

- schools
- preschools
- child care centers
- correctional facilities
- hospitals
- care facilities

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Applications must be signed by the institution's executive administrator.

## 4.5.3 Outreach Service:

Patrons who are primarily served by the library Bookmobile and meet requirements for issue of a Limited Access, Standard, or Full Access card type may be assigned an Outreach Service account.

Privileges:

- Double standard loan rules: 42 day loan period, 30 holds
- **late fee immunity for items less than 30 days overdue**

## 4.6 Visitors and Non-Residents

### 4.6.1 Sage Partner Accounts

BCLD accepts a valid library card from any active partner library in the Sage Library System for most services.

### 4.6.2 Non-Resident Membership Card

Persons not residing in Baker County may purchase a non-resident library card according to the *BCLD Fee Schedule*.

Visitors without a card may use library materials within the building and access certain services with acceptable identification.

### 4.6.3 Oregon Library Passport Program

BCLD participates in the Oregon Library Passport (OLP) Program, which allows individuals with a library card in good standing at another participating OLP library to borrow materials while visiting the Baker County area.

OLP participants may be issued a temporary BCLD Passport Patron account with Limited Access privileges, subject to Passport Program rules.

- Applicants must provide a library card from their local library.
- For other requirements and terms, see the Limited Access account type.

## 5. Account Terms of Use

### 5.1 Responsibilities

Account owners (cardholders) are responsible for all materials borrowed on their accounts and on accounts they sponsor for Youth.

Account sponsors (parents/guardians) are responsible for activity associated with use of the Youth's account, including providing guidance and regulation of use of library materials.

Account owners and sponsors must:

- promptly report lost or stolen cards
- pay charges for lost or damaged materials
- maintain current account information

Materials borrowed prior to reporting a lost card remain the responsibility of the account owner.

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## 5.2 Account Access and Privacy

BCLD protects the confidentiality of library records as required by Oregon law and professional library ethics. Access is limited to the cardholder or authorized individuals except as required by valid court order.

Questions regarding release, retention, or disclosure of patron information are governed by the BCLD Privacy and Confidentiality Policy.

## 5.3 Borrowing Requirements

To protect patron privacy and minimize unauthorized use, patrons must provide one of the following to access their account:

- library card
- account number and PIN
- photo identification

If these are unavailable, patrons may be asked to verify identifying account information.

Library staff will not disclose patron account information to anyone other than the account owner without consent.

Unless otherwise notified, BCLD assumes that any person possessing a library card has permission to use it.

Using another person's library card to access public computers is prohibited to ensure equitable access to limited resources. Guests without a BCLD or Sage Library account may request a day pass from library staff for computer access. \*Eligibility requirements apply.

Use of public computers and library networks is governed by the BCLD Technology and Internet Use Policy

## 5.4 Borrowing Rules and Loan Periods

Borrowing privileges are available only to accounts in good standing.

Borrowing limits, loan periods, renewal limits, overdue thresholds, and other circulation parameters are governed by Sage Library System standards and BCLD procedures. Current operational limits are summarized in the Quick Reference Summary above.

## 5.5 Holds Pickup Authorization

Holds may be picked up by someone other than the account owner (delegate borrower) if any of the following are satisfied:

- authorization for the person by name is specified in the account record
- the person possesses the account owner's card
- the person can present the account number and PIN
- the person presents the hold pickup notice (print or digital).

Pickup authorization may also be added by phone if sufficient identifying information is provided.

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## 5.6 Notices and Communications

Cardholders are responsible for maintaining awareness of loan periods and due dates.

- Overdue notices are sent out at 7, 14, and 21 days.
- Cardholders may opt-in to receive digital notices in advance of impending due dates.
- Delivery failure of due date notices does not exempt a cardholder's responsibility for associated fees.

## 5.7 Account Suspension

Accounts may be **suspended** when outstanding charges or other account issues exceed established limits. Applicable fee thresholds are set by the **BCLD Fee Schedule** and Sage system rules.

Accounts may also be **restricted, suspended, or terminated** in accordance with the **Library Use Restrictions Policy** and other applicable BCLD policies.

## 5.8 Account Renewal and Expiration

Library accounts expire according to account type, with a maximum of three years between renewals.

Expired accounts may be deleted after two years of inactivity.

## 5.9 Returns and Resource Sharing

Standard materials may be returned to any Sage Library and will be returned to the owning library via the regional courier without penalty. Non-standard items such as Library of Things materials, Equipment and Technology **must** be returned by the borrower to the library from which the item was borrowed.

Borrowers must comply with the policies of any Sage library they use.

## 5.10 Digital Materials and Online Resources

Digital checkout limits and loan periods vary by vendor platform and licensing agreements.

Digital access is subject to Sage authentication and vendor terms of service.

Youth accounts may be restricted from certain digital platforms or content categories.

Vendor terms violations may result in suspension of digital access.

## 6. Authority

The Library Director is authorized to implement this policy through circulation procedures consistent with BCLD policy and Sage system requirements.

The Library Director may interpret and apply this policy as necessary to ensure equitable and effective library service.