

Circulation Policy

Board adoption date: _____ Revision date(s): _____

Quick Reference Summary (Key Standards – See Full Policy for Details)

- Maximum items checked out per card: 50 (Sage standard).
- Maximum holds/ILL requests: 15 (public); 20 (educator) (Sage standard).
- Standard loan period: 21 days; High Demand: 7 days.
- Educator loan period: 42 days (general); 14 days (High Demand).
- Renewals: 2 (standard); 1 (educator), if no holds/blocks.
- Account suspension threshold: \$5.00 outstanding balance.
- Overdue fine maximum: \$0.20/day; \$5.00/item (Sage cap; BCLD may waive or reduce).
- Borrowing requires: library card OR account number & PIN OR photo ID OR Forgot Your Card form.

1. Purpose and Scope

The Baker County Library District (BCLD) provides equitable access to library materials and services. This policy establishes borrower eligibility, use of library cards, and circulation rules for physical and digital materials.

BCLD participates in the Sage Library System (Sage). Where Sage sets systemwide circulation limits, timelines, thresholds, and related rules, those standards govern BCLD practice. BCLD may maintain additional local policies that do not conflict with Sage requirements.

2. Definitions

- Cardholder – Individual or organization with a BCLD account.
- Account in good standing – Not blocked due to unpaid balances, identification issues, excessive long-overdue/lost items, or administrative restriction.
- Minor – Person under age 18.
- Sage Library System – Shared integrated system used by BCLD and partner libraries.

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3. Library Accounts and Eligibility (BCLD Local Policy)

Eligibility requirements and account types are established by BCLD and aligned with Sage requirements.

3.1 Acceptable Identification and Proof of Address

- Oregon driver license or Oregon ID card.
- Other government-issued photo identification.
- School ID or report card (for youth).
- Proof of residence such as utility bill, lease, tax statement, or official document showing current address.
- Proof of property ownership or employment in Baker County if applicable.

A PO Box alone is not sufficient proof of residential address.

4. Account/Card Types

4.1 Full Privileges (Premium) Card

Provided free of charge to persons 18 years of age and older who are residents of or domiciled in Baker County, Oregon and who do not already have a public library account in the Sage Library System.

To obtain a Full Privileges card, an applicant must:

- Complete and sign a BCLD registration form;
- Present a valid State of Oregon driver license or ID card listing name and birthdate;
- Provide proof of current residential address in Baker County, Oregon (a PO Box alone is not sufficient); and
- Resolve billing issues and surrender any prior public-library account in the Sage Library System.

4.2 Limited Privileges Cards (Advanced, Regular, Basic)

Limited Privileges cards may be issued at no charge to persons able to provide:

- A completed and signed BCLD registration form;

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- Acceptable photo identification other than an Oregon driver license or Oregon ID card; and
- Proof of a current residence address in Baker County, Oregon; OR proof of property ownership in Baker County; OR proof of current employment in Baker County.

Limited Privileges cards may carry reduced checkout limits or other restrictions, as set in local circulation procedures and fee schedules.

4.3 Youth Access Cards

Parents/guardians may obtain a Youth Access card (Full or Limited privileges) for children/wards when the parent/guardian account is in good standing.

- The child must be present at application or issuance of the card.
- The child's application must include the custodial parent/guardian's printed name and signature.
- A minor's account expires no later than the borrower's 18th birthday; any outstanding charges may be assessed to the parent account and the child account will be suspended, deleted or upgraded per standard procedures.

Provisional Youth Limited Privileges cards may be issued without a parent/guardian present when the minor provides:

- A completed and signed BCLD registration form;
- Valid parent/guardian contact information; and
- Acceptable identification (e.g., state-issued driver license or ID card, Baker County school ID, or current report card).

For minors age 15 and under, BCLD will attempt to notify parents by mail of the card issuance. Minors' Limited Privileges cards will be set to expire no more than one year from date of issue.

4.4 Special Use Cards

Educator Cards:

- Instructors (including homeschooling parents) may be issued an Educator Library Card upon presentation of acceptable documentation of employment or ESD registration.
- Educator cards expire after one year; documentation must be resubmitted annually for renewal.
- BCLD Educator cards are late-fine free, unless items are more than 30 days overdue.
- Sage circulation limits, loan periods, renewals, and thresholds for educator accounts apply (see Sections 5–6).

Institutional Borrower Cards:

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- Institutions in Baker County and agencies of Baker County government may apply for an institutional card to support the institution's mission (not for individual employee use).
- Examples include day care centers, kindergarten/preschool/schools, prisons, rest homes, and hospitals.
- Applications must be submitted by the current director of the institution; proof of identification and signature are required.

4.5 Visitors and Non-Residents (Local Fee Policy)

Non-resident library cards are available at rates set in the BCLD "Visitor and Non-Resident Card Fees" policy.

No fee is charged for in-library use of materials or public computers with acceptable ID.

BCLD accepts a valid library card from any active partner library in the Sage Library System for most services. BCLD also participates in the Oregon Library Passport Program.

Visitors without a BCLD card may use, inside library buildings, items from regular circulating and reference collections; identification may be required for public-access equipment, restricted materials, or reserved spaces.

4.6 Card Expiration, Renewal, and Record Retention (Sage + Local)

Sage standard: Permanent resident accounts expire on a default cycle of three (3) years. If not renewed or reactivated within two (2) years after expiration, the patron record may be deleted from the Sage database unless there are unresolved blocks.

BCLD local: Limited Privileges cards expire by card type, with expiration no more than one (1) year from account creation. Accounts with no circulation activity may expire and be deleted one (1) year from the review date, consistent with Sage record-retention rules.

Lost cards should be reported immediately. Materials checked out prior to the date a card is reported lost/stolen remain the responsibility of the cardholder. Lost cards may be reissued upon presentation of photo identification and payment of any applicable replacement fee (see Fee Schedule).

5. Cardholder Responsibilities and Authorized Use

- Borrowing requires presentation of a valid library card, account number and PIN, photo identification, or completion of a Forgot Your Card form.
- Cardholders are responsible for all materials checked out on their accounts, including minor children's accounts.

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- Lost, stolen, or unauthorized card use must be reported promptly. Items checked out prior to reporting remain the cardholder's responsibility.
- Possession of a card implies permission unless reported otherwise.
- Use of another person's card for public computer access is prohibited.
- Holds pickup by another individual requires authorization or possession of card/notice.

6. Borrowing Rules, Limits, and Loan Periods (Sage Authority)

- Maximum 50 items checked out per card.
- Maximum 15 holds/ILL requests (public); 20 (educator).
- Standard materials: 21-day loan; 2 renewals; 1-day grace period.
- High Demand materials: 7-day loan; 2 renewals; 1-day grace period.
- Educator materials: 42-day loan (general); 14-day loan (High Demand); 1 renewal.
- Auto-renewal varies by item type or lending library.

7. Overdues, Notices, Fines, and Lost/Damaged Materials

- Overdue notices at 7, 14, and 21 days (invoice at 21 days).
- Cardholders may opt-in to receive digital notices in advance of impending due dates.
- BCLD's fine practices (including whether fines are assessed, waived, or reduced) are set in the BCLD fee schedule and local procedures, within Sage limits.
- Borrowing suspension at \$5.00 outstanding balance (including placement and triggering of holds).
- Lost items billed replacement cost plus processing fee (up to \$10).
- Refunds for paid lost items may be issued if returned in good condition within timeframe set by procedures; processing fees may be non-refundable.
- Repairable damage charged at repair cost (not exceeding replacement value).

8. Digital Materials and Online Resources

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

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- Digital access 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.

9. Returns and Resource Sharing (Sage Authority)

Items may be returned to any Sage Library via courier without penalty. Borrowers must comply with policies of any Sage library used.

10. Confidentiality

Library records are confidential under Oregon law and released only as permitted by law, valid court order, or the BCLD Privacy and Confidentiality Policy.

11. Authority and Review

The Library Director administers this policy consistent with BCLD and Sage requirements. The Library Board reviews this policy periodically.

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Appendix A

Circulation Standards Summary Table

(BCLD – Sage Governed Standards)

Category	Standard/Public Accounts	Educator Accounts	Authority
Maximum Items Checked Out	50 items	50 items	Sage
Maximum Holds / ILL Requests	15 total holds/requests	20 total holds/requests	Sage
Standard Loan Period	21 days	42 days	Sage
High Demand Loan Period	7 days	14 days	Sage
Renewals	2 renewals (if no holds/blocks)	1 renewal (if no holds/blocks)	Sage
Grace Period	1 day	1 day	Sage
Overdue Notices	7, 14, 21 days (invoice at 21)	Same as public unless configured otherwise	Sage
Overdue Fine Maximum	\$0.20/day; \$5.00/item max	Late-fine free unless >30 days overdue; Sage caps apply	Sage + BCLD
Account Suspension Threshold	\$5.00 outstanding balance	\$5.00 outstanding balance	Sage
Lost Item Charges	Replacement cost + up to \$10 processing fee	Same	Sage
Refund of Paid Lost Items	Refund may be issued if returned in good condition within timeframe set by procedures; processing fee may be non-refundable	Same	BCLD + Sage
Digital Materials	Loan periods and checkout limits vary by vendor platform	Youth access may be restricted by platform/vendor	Vendor + Sage

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rules

Note: This appendix summarizes key circulation standards. The full Circulation Policy governs in all cases. Where Sage Library System standards apply, they control unless Sage permits local variation.