

## BORROWING MATERIALS POLICY

**HISTORY:** In order to provide for the efficient and equitable circulation of materials, the library sets the policies regarding length of loan for various materials; limits on the number of items that can be borrowed; renewals and reserves.

**POLICY:** Borrowers must have a valid library card to check out materials. (A driver's license or other appropriate identification may be used on occasion if the card is forgotten, but should not be used as a permanent substitute for the actual library card.)

### Equipment Disclaimer

The library assumes no responsibility for damage caused to a borrower's audiovisual or computer equipment.

### Length of Loan

The Tigard Public Library sets the borrowing period for all materials borrowed and reserves the right to set limited loan periods for particular types of material. Tigard Library will honor borrowing periods set by other loaning libraries.

### Limits

Limits may be placed on the number of items checked out per patron in order to give access to library materials to a greater number of patrons.

### Renewals

Items may be renewed for up to four (4) renewal periods. Items that are on a waiting list for other patrons or "best-seller" items may not be renewed. Items may be renewed through the online catalog, by presenting them at the circulation desk, or by phone. Items long overdue are set to lost status and may not be renewed.

### Holds (Reserves)

Patrons may have up to 50 hold requests. Tigard Public Library allows most circulating materials to be placed on reserve.

### Fines, Fees and Replacement Charges

Library material is loaned without charge for a defined loan period. Material retained past the loan period is subject to overdue fines. Tigard Public Library charges overdue fines in order to encourage library users to return materials for use by other patrons. Patrons are charged fines for material that is overdue, beginning the first day after the due date. Fines are not charged for days that the library is closed.

The charge for lost or damaged material is the replacement cost of the item plus the processing charge. The processing charge is intended to help offset the labor and materials cost involved with processing a replacement item. If a patron has paid for a lost Tigard Public Library item and recovers and returns the item in good condition within sixty days, he/she will be entitled to a refund for the price of the item, minus any other charges.

Charges are not assessed for minor damage or general wear and tear. Charges will be assessed for damage beyond normal use and that is obviously the patron's responsibility. This includes items that are marked, cut, wet, moldy, scribbled on, chewed, melted, have foreign materials on them, or missing parts that affect the use of the item.

Items that are damaged and need to be withdrawn from use will be charged the full price plus processing charges.

Patron account charges must be paid within one year of assessment and remain below \$10.00 total in order to remain in good standing. Borrowing privileges for accounts that are not in good standing will be suspended until the charges are paid. Patron accounts with at least \$50 in fines or lost material charges may be turned over to a collection agency 49 days after the due date. Accounts referred to a collection agency will be assessed an additional fee to cover the agency cost.

Tigard Library charges overdue fines and processing fees according to the fine structure of Washington County Cooperative Library Services (WCCLS). These charges are detailed in *Borrowers Schedule of Charges*.