

Circulation Policy

The Toledo Public Library is a member of the Lincoln County Library District and shares in the Chinook Library Network there by providing patrons with easy access to not only our collection but the collections of the public libraries in Siletz and Waldport, and community college libraries: Clatsop Community College, Oregon Coast Community College and Tillamook Bay Community College, as well as the Lincoln County Library District.

Circulation Policies

The Toledo Public library is supported through the general fund of the City of Toledo and, by contract, through a portion of funds collected by the Lincoln County Library District; therefore we offer services at no cost to residents of Toledo and to residents of Lincoln County.

Those wishing to obtain a library card must present a current form of photo identification such as a driver's license or Oregon I.D. card showing his/her current resident address. Additional proofs that may be required include:

- Utilities billing in the applicant's name
- Rent receipt
- Mailed bank statement

To receive a library card, patrons 18 years and older or emancipated minors must complete an adult application for a library card. On this form, we ask that the applicant provide the contact information of someone at a different address as an alternative method of contact. The applicant is required to sign the form accepting responsibility for the use of the card. Patrons 17 or younger must complete the legal minor application for a library card which includes the contact information for the parent or guardian accepting responsibility for the child's use of the card. Library cards are active for 2 years. Renewal includes verification of contact information. The cost of a lost card is set by the Toledo City Council yearly when they review and adopt the city's fee schedule; currently it is \$1.00.

A library courtesy guest card may be issued to patrons who live in Lincoln County but cannot prove their residency, reside in temporary housing or their picture ID does not list their current address. Checkouts are limited to 2 print materials with full access to electronic materials and streaming services. Internet access on our public computers is permitted.

Courtesy Cards expire every 3 months. All charges must be paid to renew. If the patron obtains permanent local residency, they may request a full privilege card at no cost.

The Toledo Public Library also participates in the Oregon Passport Card Program. The application is completed as usual with the addition of the applicant showing the library card from their home library.

Summary of the Oregon Library Passport Program

- The Passport Program is a voluntary, opt-in program and a library's participation is free. A library's choice to participate determines whether its patrons can participate.

- The Passport Program is open to all legally-established public libraries, and both public and private academic libraries.
- Borrowing is free of charge to the patron and activity is patron initiated: patron visits a Participating Library and registers for a card; patron complies with that library's policies for personal identification, checkout periods, limits, etc.; patron checks out materials; patron returns the materials to the owning library; and patron is responsible for costs of any overdue fees or lost materials. There is no library-to-library intervention required.
- The Participating Library is allowed to set its own limits on use by Passport patrons. These may be different from local patrons' limits. For example, local patrons may be able to check out 50 items at a time, but Passport patrons have a checkout limit of 10 items at a time.
- The Program provides access to materials: checking out materials, placing holds on materials, etc. The Participating Library can determine what other services, if any, are extended (for example, Inter-Library Loans from outside the area or access to online resources).
- In order to participate, patrons are required to have a Home Library card. This becomes his or her "Passport" to other Participating Libraries. Patrons present their Home Library cards at each Participating Library in order to register for cards at those libraries.
- Patrons who reside in areas that are unserved by a public library may purchase a library card at a neighboring library. This becomes their Home Library for the purposes of this Program.
- Participating Libraries will be surveyed annually and may be asked to survey Passport Program patrons as well.
- Participating Libraries will identify participants in borrowing records using a unique patron code or type, for example, "Passport Program," in order to facilitate statistical data-gathering and to allow local libraries to set their own use parameters.
- The Oregon State Library will provide support via the Libraries of Oregon website, including lists of Participating Libraries, basic rules of the program for libraries and the public, and participation documents for libraries.

Interlibrary Loan

The Toledo Public Library participates in the Interlibrary loans program in accordance with the Oregon Library Association's Interlibrary Loan Code for Oregon Libraries and the Online Computer Library Protocol. Currently, there is no cost to patrons for this service.

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 circulation and reference materials are inadequate to meet a particular need, the Library will, upon patron request, attempt to borrow

desired material from other libraries. The Library will honor other lending institutions' policies, including loan periods, replacement charges, and non-renewal or in-library-use policies.

The Library will not borrow materials from institutions charging an interlibrary loan fee.

In fulfilling interlibrary loan requests from other libraries, the Library will charge no fees

and will process all such requests in a timely fashion. There is a form located on the front desk for the purpose of ordering interlibrary loan materials. Fines and replacement costs for items borrowed through interlibrary loan are established by the lending library and are the responsibility of the borrowing patron.

Institution Cards

Cards to be used by an institution may be issued at the discretion of the Library Director. The person signing the application will be completely responsible for regulating use of the card and for all materials checked out on the card. The library will not monitor individuals' use of their institution card.

On the day of approval of a new library card, the new cardholder is limited to two items per card. The card will be mailed to the applicant within a few days to (a) verify the accuracy of the address and (b) establish mail contact.

Loan Periods and Renewals

The loan period for all circulating materials, except DVDs, is two weeks. The loan period for DVDs is one week. No more than 12 DVDs may be checked out on a patron's card at a time.

Patrons may renew materials by contacting the library in person, by phone, or online, on or before the due date or during a seven-day grace period following the due date up to 3 times if no other patron has a hold on that item. An item will not be renewed if another person is waiting for it, if it has already been renewed three times, or if it is more than seven days overdue. Patrons can reach their accounts online by going to the Chinook Library Network page (<http://www.cityoftoledo.org/library/>) and entering their library card number and password.

Overdues

The Toledo Public library participates with the other members of the Chinook Library Network who are in the Lincoln County Library District in providing its overdue policy. Patrons will be notified by mail, email, and/or telephone when materials they have checked out become overdue. This is done at one week overdue, two weeks overdue, and three weeks overdue. At three weeks overdue, the patron is requested to remit payment for the overdue items. If the items or payment are still not received, the patron is notified the failure to return library materials is a violation of Oregon Statutes and statutory penalties will apply.

The library will not check out materials to any patron with outstanding materials or fees. Borrowing privileges may be restored when materials are returned or the replacement cost is paid.

The Toledo Public Library does not collect fines for overdue materials.