



# Circulation Policy

Cottage Grove Public Library welcomes all individuals to use collections and services within the library. Individuals who wish to borrow materials may register for a library card according to the following rules:

## Obtaining a Library Card

### Residents

Cottage Grove city fees offset the cost of a library card for all city residents or anyone owning or renting property inside the Cottage Grove city limits. Some Cottage Grove mailing addresses are not technically within the city limits. These card privileges are renewable annually and may be used by everyone in the household.

Residents ages 18 and older may register for a card by presenting a completed library card application with photo identification and proof of residence.

Residents ages 17 and younger must be accompanied by a parent or legal guardian who will need to provide photo identification and proof of residency. Parents or guardians are responsible for any charges incurred as the result of the use of a child's card.

### Non-Residents

Non-city residents may purchase a Cottage Grove Public Library card which may be used by everyone in the household:

- \$55.00 for 12 months or
- \$35.00 for 12 months if the applicant is 62 or older

### Library Passport Program

The Cottage Grove Public Library is currently participating in the Oregon Library Passport Program. All passport card holders will be notified if the library discontinues their participation in this service. In order to acquire a passport card, an individual must provide a library card in good standing from a participating institution and a valid photo ID. Library staff will contact the participating library and confirm that the library card holder is in good standing at their home library. The passport card will be valid for a three month period, after which the user will need to renew their privileges.

The Oregon Library Passport Program recognizes that library service ought to mirror the way Oregonians live, work, shop, and play, and reduce barriers to library service. The underlying

premise of the Passport Program is that cardholders of legally-established public libraries ought to be able to use other legally-established public libraries. The Passport Program is meant to be an exchange; a library extends service to users of other participating libraries, and vice versa.

- The Passport Program is a voluntary, opt-in program and a library's participation is free. A library's choice to participate determines whether or not 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 first. 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.

## Identification Verification

Acceptable forms of proof of identification include but are not limited to the following:

- Oregon Driver's License;
- Oregon Identification Card;
- Tribal ID from a federally-recognized, Oregon-affiliated tribe OR;
- Matricula consular card (Mexican Consular Identification card);
- Picture I.D. (high school, college, check cashing card, etc.);
- Out-of-state driver's license;
- Birth certificate; or
- Valid Passport.

## Address Verification

Acceptable forms of proof of identification include but are not limited to the following:

- Utility bill from the current month;
- Bank account with address or personalized checks;
- Current hunting or fishing license;
- Current Voter registration card;
- Piece of mail with current postmark that includes name and address;
- Rent receipt with address from the current month;
- Current car registration; or
- Letter postmarked within the last 30 days.

## Responsibilities as a Card Holder

Cottage Grove Public Library patrons are responsible for all items checked out on their library card. Parents and guardians are responsible for all materials checked out on their minor child's card. Patrons are responsible for ensuring that materials borrowed on their card are returned on time and in good condition.

Please notify the library immediately if your library card is lost or stolen. Replacement cards are \$1. Please notify the library of any change of address or phone number.

## Loan Periods and Checkout Limits

A valid library card is required to check out items from the library. Patrons who have Passport cards may borrow up to 10 items simultaneously. Patrons who have resident or non-resident cards may borrow up to 99 items simultaneously on one card with some exceptions:

- Books:
  - New Books: 2 weeks
  - All other books that are not reference: 4 weeks
  - Reference books do not circulate (in-library use only)
- CDs: 4 weeks, limit 10
- Audiobooks: 4 weeks
- DVDs: 1 week, limit 10
- Ukuleles: 1 week
- Board Games: 1 week
- Museum Passes: 1 week
- Themed Kits: 4 weeks, limit 1 per card

## Overdue Items

Overdue items will incur late fees up to \$4.00 per item until the item is returned. Fees apply to any overdue item, even if they have not been returned. An item must be returned in order to pay late fees. Any fees associated with your account are the responsibility of the card holder.

If items are returned past the due date, the following late fees will be charged to the patron's account:

- .50/day for DVDs; and
- .20/day for all other materials.

## Lost and/or Damaged Materials

Items that are 60 days [two months] or more overdue will be billed for the item[s]. Patrons potentially have the option to replace the item with another copy in good condition. The Head Librarian will make decisions regarding "in kind" replacement. If an item is replaced or returned, any replacement fees will be canceled, otherwise, the patron will be charged the manufacturer's suggested retail price at time of catalog entry.

Patrons will be charged for damaged materials that no longer can be circulated. There are no refunds if the material is returned after the bill has been paid. The patron will be charged the manufacturer's suggested retail price at time of catalog entry.

Any fees associated with your account are the responsibility of the card holder.

## "Delinquent" and "Blocked" Cards

Library cards will be listed as "DELINQUENT" if there are currently fines less than \$10.00. Cards can still be used if it is listed as "DELINQUENT".

Library cards will be listed as "BLOCKED" if the card holder owes \$10.00 or more or if the card is expired.

Patrons with fees of at least \$10.00 will be blocked from checking out additional materials and the ability to access Libby or OverDrive.

## Returning Items

Items can be returned at the library circulation desk during open hours. Look for the return slot on the top of the counter closest to the entrance.

Special items labeled "Do not place in bookdrop" must be returned at the front desk.

Items can also be returned in the 24 hour book drop located on the East side of the Community Center, inside the parking lot, next to the "Employees Only" door.

## Library Services

Library services include but are not limited to the ones listed below.

The following services may be accessed by anyone and do not require a library card:

- Internet Access - 1 hour limit on public computers;
- Printing/Copying .25 per page \$1.00 per page for color [photocopies only];
- Free wifi - CG Library Guest;
- Programs and events for all ages;
- Reader's advisory;
- Booking meeting rooms;
- Access to library materials while in the library; and
- Research help.

The following services require a valid Cottage Grove library card:

- Ebooks and audiobooks via [Libby/Overdrive](#) and [Gale eBooks](#);
- Magazines via [Gale Popular Magazines](#);
- [Research databases](#); and
- Job Skills via [LearningExpress Library](#).

## Holds and Requests

Patrons may place a hold request on items that circulate; exceptions include reference materials such as rare or historically significant items. Patrons may place hold requests by logging into their online account, in person at the library, or over the phone. Items from affiliated libraries in Lane County can be requested over the phone or in person at the Cottage Grove Public Library. Patrons who have resident or non-resident cards may have a maximum of 15 items on hold simultaneously regardless of material type or format. Patrons who have Library Passport Program cards may not request interlibrary loan items.

Patrons will be notified via phone call that a hold is awaiting pickup, and they will have two weeks from notification to check out the item before it is returned to circulation.

Cottage Grove Public Library welcomes purchase requests and suggestions for items currently not in the library's collection. Requests can be made in person or through the website. The Cottage Grove Public Library is not obligated to fulfill these purchase requests and suggestions.