



P O Box 125 385 W 2<sup>nd</sup> Street Ione, OR 97843 [www.ionepubliclibrary.com](http://www.ionepubliclibrary.com) 541-561-9828

## Library Card Policy

An Ione Public Library card allows its holder to borrow any of the wide variety of free information and entertainment materials and to use the Internet while in any of the District's facilities. It also provides access to the District's many powerful subscription databases from home, office, or school.

Any resident of Ione or Lexington is eligible to receive a free library card. Ione Public Library also honors current valid library cards from any other library which shares its patron registration records through the Sage Library System. Materials may be checked out from and returned to any Sage library. (Revised 10/27/19)

### New Library Cards

Patrons 18 and older may receive a library card by completing a Library Registration Card providing name, mailing address, physical address, phone, email address, date of birth, and valid driver's license number. Patrons 17 or younger must have approval of the parent or guardian accepting responsibility for the minor's use of the library card.

Staff members are encouraged to use sound but flexible judgment in accepting applications and proof of address, remembering that the Library's major aim is to verify that the applicant lives in an area eligible for a free card and to have enough information to contact the person regarding hold pickup, billing, and other notices.

Patrons who come to the Library without sufficient identification to get a library card immediately are welcome to use the library facilities, including any materials and equipment, and take any free items on offer.

## Restrictions and Responsibilities

Library cards are not transferable; each patron must have his/her own card to check out materials and must show the card in person at the time of checkout. If doing business by phone or electronically, they must provide the barcode number. Exceptions to this policy may be made for the occasional forgotten library cards, provided that the patron offers a valid photo ID or is able to answer questions about the information on the account. In exceptional circumstances, a patron may authorize any person to use his/her card at the discretion of the librarian.

## Temporary/Non-Resident Cards

Temporary or non-resident cards may be issued to individuals who are temporary residents or do not have a valid library card from another Sage library. Such cards have the same identification requirements as regular cards. The temporary cards expire at the time the individual expects to leave the area or in one year; whichever comes first. There is ~~no~~ a fee of \$25 for a temporary or non-resident card. (Revised 10/27/19)

## Loan Periods

The loan period for all circulating materials, except museum passes, is three weeks. Museum passes check out for a week. Patrons may renew materials by contacting the library in person, by phone, by email, or online. Items may be renewed at any Sage library. An item may not be renewed if another person is waiting for it, if it has already been renewed twice, or if the patron has been billed for the item.

## Item Limits

To help optimize availability of the collection to the public, the Library limits the total number of items that can be checked out at the same time on a card to 15, including a maximum of 2 DVDs. (Revised 9/24/18)

Because holds and interlibrary loan requests are labor-intensive services, patrons are also limited to the following:

- 9 outstanding holds within the Sage Library System
- 6 outstanding Out-of-Sage interlibrary loan requests

Other requests beyond the limit may be negotiated.

## Fine and Fees

Materials that are kept beyond their due date will **not** incur overdue charges. **The loan duration is 3 weeks with two renewals if there are no hold requests on the item. If the item is not returned, the patron will be contacted and asked to return the item. If the item is not returned in 45 days the patron will be charged a fee for the replacement of the item. There is a three-day grace period on all items during which fines will not be charged. After three days, however, fines from the grace periods will be incurred. Fines are \$ .20/day, \$5 per item maximum.**

The Library also collects fees for the following:

- Lost or irreparably damaged items – Retail cost of item. Patrons may bring in a good identical copy of an item to have the retail cost waived.
- Damaged items - \$10
- Lost media piece (i.e. disc from an audiobook), if individually replaceable - \$10
- Destroyed media case – audiobooks - \$8; everything else - \$5
- Out-of-Sage interlibrary loans - \$3 + any fees charged by lending library
- Lost card - \$1

Fees paid for lost materials may be refunded if a patron returns the material in good condition within six months of having paid the fee.

### **Deposits**

Certain high value items that are available for patrons to check out require a deposit. The deposit will be returned when the materials are returned in good condition. If items are not returned the deposit will be applied to the replacement cost of the item.

- Magellan GPS - \$10
- Kindle (available only to patrons with an Ione Library Card) - \$25

### **Overdues and Billing**

Patrons will be notified about overdue materials by email only on an automated Sage notification system. It is at the librarian's discretion to also make contact by phone or mail. Otherwise, it is the patron's responsibility to monitor his/her record for overdue items. If a patron fails to return overdue materials within one month of the due date, the material will be considered lost and the patron will be billed for the replacement cost.

The Library may not check out materials to any patron with outstanding fines or fees exceeding \$5 at any library or combination of libraries in the Sage Library System **or if the patron has not returned items past the due dates**. Borrowing privileges will be restored when materials are returned and/or outstanding fees are paid in full.