



# LIBRARY CARD POLICY

## I. TYPES OF LIBRARY CARD USERS

- a) Standard patron is a permanent resident or property owner of a taxing district in Coos or Curry Counties with full access to all library services.
- b) Out-of-County patron is one who does not reside or own property in a taxing district in Coos or Curry County. Out-of-County cards may be purchased for 12 months/365 days at the rate of \$100 per household per year. This card has full access to all library services.
- c) Provisional patrons are short-term residents, wanting a library card on a short-term basis such as camp hosts. This card has full access to electronic resources, up to 10 items checked out at any one time, up to three DVDs or CDs at any one time, and access to 3 holds at a time.
- d) Temporary patrons are residents of temporary housing such as shelters, or residents who have a PO Box but cannot show proof of a physical address. Status will be changed to Standard patron with proof of physical address. This card has full access to electronic resources and a maximum of 3 items checked out at any one time. There is a limit of 1 hold at a time on the card.
- e) One book patron status is for standard coastline patrons who have fees over \$5 and occurred when the patron was under 18 years of age. One book status does not apply to electronic media. The purpose of the one book status is to allow minor patrons the ability to borrow one book at a time while paying down their account. Once an account is below \$5, it will resume as Standard type. This card has full access to electronic resources and can check out one book at a time and have one hold at a time.
- f) One book patron status is also for children under the age of 13 who do not have parental consent at the time a coastline library card is issued. Once the child has parental consent, status will be changed to Standard type.
- g) Additional fees may be assessed at individual libraries for non-standard library cards.



## COOS BAY PUBLIC LIBRARY

525 Anderson Avenue,  
Coos Bay, OR 97459

(541) 269-1101 | coosbaylibrary.org

### II. TO BECOME A COASTLINE LIBRARY CARD HOLDER

- a) Provide proof of identity with photo ID.
- b) Provide proof of mailing and physical address or property ownership.

### III. RESPONSIBILITIES OF ALL LIBRARY CARD USERS

- a. Abide by library rules regarding behavior, public computer uses, and use of materials.
- b. Accept full responsibility for items checked out on a Coastline card and all charges associated with its use.
- c. Return items on time and in good condition to any Coastline library in Coos or Curry county.
- d. Pay all lost or damaged fees in a timely manner. Library cards are blocked from usage with fees over \$5.
- e. Notify Coastline library if name or contact information has changed.
- f. Keep library card secure and notify a Coastline library if card is lost or stolen.
- g. Coastline library cards are nontransferable.
- h. Coastline libraries do not offer family cards.
- i. Coastline library card holders will not allow another person or organization the use of library card to access licensed databases or services.
- j. Library card holders assume full responsibility for any damages that may occur to personal equipment when using multimedia material.



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### IV. RESPONSIBILITY OF PARENT/GUARDIAN OF A MINOR LIBRARY PATRON

- a. Responsible to monitor child's use of library and library resources accessible with Coastline library card. Library material and services are available to library users of any age. Coastline libraries do not censor patron usage, regardless of age.
- b. Provide child's library card for access to child's library account. Coastline libraries respect the privacy of all library users, regardless of age.

### V. REGISTRATION REQUIREMENTS FOR ALL LIBRARY CARD APPLICANTS – (The following policies may vary from library to library).

- a. Provide Photo ID.
- b. Provide proof of physical address.
- c. Everyone applying for a Coastline library card should be able fill out the application form, sign their name on the library card and be able to understand the statement of responsibility and policies on the card.
- d. Minor children may have a parent or legal guardian present to help answer questions on the form.
- e. Minor children under age 13 may be required to have a parent or legal guardian present with proof of their ID and physical address
- f. Minor children under the age of 13 may be required to have a parent or legal guardian sign the Coastline library card application form.
- g. Minor children ages 13-17 with proof of identification and physical address do not need a parent or legal guardian present. Coastline libraries will send a letter of notification to the address on the application informing the parent or legal guardian that the child has been issued a Coastline library card.
- h. Coastline library cards that are issued to children are the same Coastline library cards that are issued to adults. The responsibility for the card and materials checked out on the card lies with the cardholder.



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- i. Information pertaining to the library card is strictly confidential protecting patron privacy regardless of the age of cardholder unless referred to a collection agency for delinquent account or when legally required by law enforcement agencies.
- j. Parents and/or legal guardians are not held responsible for a minor child's library fees unless the account goes to collections.
- k. If a minor's account is referred to a collection agency, the parents or legal guardian become financially responsible under Oregon law.

### **I. EXCEPTIONS MAY BE MADE FOR**

- a. Disabled persons who are unable to fill out the application form.
- b. Cardholders who wish to give written permission for use of their card on their behalf on a temporary basis. For example, a relative may be authorized to checkout materials for the cardholder, during an illness. The original cardholder is still responsible for fines or fees involved with overdue items, damaged items or items that are not returned.

Potential patrons without sufficient identification to immediately get a library card are welcome to use the library, its computers, and borrow honor books.