

BAKER COUNTY LIBRARY DISTRICT

Library Card Eligibility Policy

Adopted by board 12/13/2010
Revised 11/13/2012; 04/08/2019

Summary

This document sets policy regarding borrower's card eligibility for loan and usage of library materials from the Baker County Library District. Circulation procedures detail how these policies are implemented.

BORROWERS

Baker County Library District (BCLD) was established to serve the residents of Baker County, Oregon. BCLD Cardholders are able to borrow a variety of materials from the Baker County Library collections, one of the largest in eastern Oregon, as well as from other libraries participating in the Sage Library System.

BCLD issues the following library card account types:

FULL PRIVILEGES (PREMIUM)

Provided free of charge to persons 18 years of age and older who are residents of or domiciled in Baker County, Oregon and do not already have a library account from another public library in the Sage Library System. To obtain a Full Privileges library card, an applicant must:

- Completely fill out and sign a BCLD Library Card registration form;
- Present a valid State of Oregon driver license or ID card listing name and birthdate; and
- Provide proof of current residential address in Baker County, Oregon (A PO Box alone is not sufficient); and
- Resolve billing issues and surrender any prior Public Library account in the Sage Library System.

LIMITED PRIVILEGES (ADVANCED, REGULAR, BASIC)

Issued free of charge to persons able to provide:

- A completed and signed BCLD Library Card registration form; and
- Acceptable photo identification other than an Oregon driver license or ID card; and

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- Proof of a current residence address in Baker County, Oregon; or proof of property ownership in Baker County, Oregon; or proof of current employment in Baker County, Oregon.

YOUTH ACCESS CARDS

Parents and guardians may obtain a Youth Access Library Card with either Full or Limited Privileges for each of their children or wards provided the parent account is in good standing. The child may be of any age up to 18 years old but must be present upon application. The child's Library Card application must include a custodial parent/guardians' printed name and signature. A minor's account will expire when the borrower becomes 18 years old. After that date, any outstanding charges will be assessed to the parent and the account deleted or upgraded to a regular account following standard procedures.

A minor may be issued a provisional Limited Privileges Youth Access card without a parent/guardian present if able to provide:

- A completed BCLD Library Card registration form; and
- An acceptable identification document such as a Driver License or Baker County school ID or current report card.

For minors age 15 and under, BCLD will attempt to notify parents by mail of the library card issue. Minors' Limited Privileges cards will be set to expire no more than 1 year from date of issue.

SPECIAL USE

Educators

Instructors, including homeschooling parents, may be issued an Educator Library Card upon presentation of acceptable documentation of employment or ESD registration. Standard loan rules apply, with the exception of late fee immunity for items less than 30 days overdue. Educator cards will expire after one year. Employment or ESD documentation must be re-submitted annually for account renewal.

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Institutional Borrower

Institutions in Baker County and agencies of Baker County government are eligible to apply for an institutional card. The purpose of the card is to supplement the materials needed by institutions/ agencies to fulfill their missions. (The card is not intended for individual employee use; individuals must apply for a library card and pay the out-of-county fee, if applicable.) Institution examples include: day care center, kindergarten, preschool, school, prison, rest home or hospital. Institutional Borrower Applications must be submitted by the current director of the institution. An applicant's proof of identification and signature are required.

VISITORS AND NON-RESIDENTS

Persons not residing in Baker County may buy a Non-Resident Library Card at rates listed to the Visitor and Non-Resident Card Fee policy. A Non-Resident card expires at the end of the period for which it was purchased, for periods of up to one (1) year. Limited Card terms will vary according to the type purchased.

VISITORS to any library branch of the Baker County Library District, who do not have a Library card, may use, inside the building, any items from the regular circulating or reference collections. Identification may be required to use public access equipment or restricted materials.

EXPIRATION & REPLACEMENT

Full Privileges accounts will be reviewed every three (3) years. Expiration of Limited Privileges accounts will vary according to type with none more than one (1) year from the creation date. Accounts with no circulation activity will expire and be deleted one (1) year from the review date. Lost cards may be reissued upon presentation of photo identification and payment of a replacement fee.