



Policy 3.2 Borrowing Privileges and Responsibilities

Adopted by Library Board of Trustees
6/26/2008

3.2 Borrowing Privileges and Responsibilities

The circulation policies of the North Olympic Library System promote broad community access to the materials in the library's collections with a reasonable level of protection of these materials. This policy is in accord with the American Library Association's Library Bill of Rights.

3.2.1. Patron Responsibility for Materials Checked Out on Card.

A patron is responsible for all materials checked out on his/her library card.

Parents are legally responsible for all materials checked out on their child's card. Because the library is obligated to protect the privacy of all library patrons, the library may not release specific information about materials checked out on a child patron's library account to anyone other than the child, unless permission to do so has been granted by the child. Possession of the library card for the child patron account, or knowledge of the barcode number and password, implies that such permission has been granted (see policy # 3.2.7).

If a card is lost or stolen, the patron is responsible for all items checked out prior to the date the theft or loss is reported to the library.

Patrons use library materials at their own risk. The library will not accept responsibility for damage that may occur to a patron's audio/visual or computer equipment during use, or as a result of use, of library materials.

3.2.2. Loan periods.

NOLS sets loan periods in order to provide all patrons with fair and reasonable access to library resources. Materials must be returned or renewed on or before the assigned due date. Most library materials have a loan period of three weeks (21 days). "Speed Reads" and DVDs have loan period of seven (7) days. Materials, collections, and equipment which have loan periods of other than 21 days, are described in policy 3.3.

When the due date falls on a holiday for which the library is closed, the library will automatically extend all loan periods until the next day that the library is open. Items returned when a branch library is closed will be checked in as if received at that particular branch during its most recent open day.

Borrowed materials must be returned to one of the four NOLS branch libraries. NOLS items returned to any other library will accumulate overdue fines until the item is returned to NOLS.

Loan periods for certain types of materials (such as holiday materials, or materials on specific subjects or by specific authors, etc.) may be temporarily reduced at the discretion of the Branch Manager.

Special loan period extensions, up to a total of nine weeks (63 days), may be granted for specific items, at the discretion of the Branch Manager or his/her designate, in order to accommodate extended vacations or similar needs. Extended loan periods will not be granted for high demand materials, or items for which there are pending hold requests.

3.2.3. Loan limits.

The library places no limits on the total number of materials borrowed by Full Service card holders.

Limited Service card holders may have up to five (5) items charged out at any given time.

The library generally places no limits on the number of items in a specific genre or format which may be checked out at any given time. At the discretion of the Branch Manager, loan limits may be temporarily imposed for certain types of materials that may experience periods of high demand (such as holiday materials or materials on specific subjects or by specific authors, etc.).

3.2.4. Renewals.

The Library allows patrons to renew library materials as a courtesy. Limits on renewals exist so that all patrons can have an equal opportunity to use the library's materials.

Generally, all NOLS materials, for which there are no active hold requests, may be renewed twice, for two (2) additional 21 day loan periods. "Speed Read" materials are not renewable. Materials for which renewals are not allowed are described in Policy 3.3.

If a patron wishes to retain an item which has already been renewed twice, the item must be physically brought into a library, where it will be checked in and inspected for damage. If the item is found to be in good condition, and if there are no active hold requests, it may be checked out again, and it is once again eligible to be renewed twice.

Overdue materials may be renewed. However, an overdue charge will be added to the patron account for the period between the previous due date and the date the renewal is initiated.

3.2.5. Claims Returned.

Errors occasionally occur in discharging items from patron records, and therefore the library allows a patron to state that he/she has returned materials that are still attached to the patron's account.

If a patron indicates, by phone, e-mail, or in person, that they have returned items that are still listed as “checked out” on the patron's account, staff will note these items as “claims returned” on the patron’s account and search for the items. If the items are found, they will be discharged from the patron's record in such a way that no fines are incurred.

“Claims returned” entries remain “active” on the patron record until the item is found. Borrowing privileges are not affected by “claims returned” entries unless ten (10) or more active claims are entered on the patron’s account within a three (3) year period. Accounts with ten or more active “claims returned” items, occurring within a three (3) year period, are blocked until at least one of the items in question is returned or paid for, or until the patron makes special arrangements with the Branch Manager.

3.2.6. Borrowing Materials Without Presenting a Library Card

In order to expedite service, patrons are encouraged to bring their library card when they visit the library and to present it whenever they check out library materials.

Patrons must present their card in order to use self-service check out machines.

A patron who wishes to check out materials without presenting his/her library card must be able to establish his/her identity to a member of the library staff by showing ID and providing sufficient patron record data to establish the patron’s identity beyond reasonable doubt.

3.2.7. Borrowing Materials Using Another Patron’s Library Account (‘Third Party’ Borrowing).

A ‘third party’ may borrow materials using another patron’s library card or account only if he/she is able to establish that he/she has been granted permission to do so in one of the following ways:

- by presenting the library card for that account; or
- by providing a statement from the card holder, in a form established by the library, granting the third party permission to borrow materials on that account. Such

authorization will be entered into the card holding patron's record, and considered viable by the library until specifically retracted by the card holder. Authorized third party borrowers, who are unable to present the borrowed library card, must provide proof of their own identity by presenting their own library card, or another acceptable form of ID (as established by Policy 3.1.6).

Any person in possession of a library card, or of the account barcode and password (PIN), will be assumed to be the patron to whom the card is issued, or to have the permission of that patron to use the card.

In order to prevent unauthorized use of a card or account, passwords should be kept private, and theft or loss of library cards should be reported to the library immediately.