



Lyons Public Library Circulation Policy

The Lyons Public Library is a member of Chemeketa Regional Library Service (CCRLS).

Eligibility for a Library Account and Card Types

- **FULL:** City of Lyons residents. 50 items can be checked out and 25 holds can be placed from all CCRLS member libraries, as well as online resources.
- **BASIC:** Those outside the city of Lyons, including Marion County and select portions of Linn County are eligible if they pay taxes to CCRLS. Library staff can look up tax records to determine eligibility. 10 checkouts and 10 holds can be placed from all CCRLS member libraries, as well as online resources. For \$60/ year patrons can upgrade their card to FULL.
- **CARE (Create A Reader Everyday):** For youth 4-17 years of age. 25 children and teen items can be checked out and 25 holds can be placed on children and teen items.
- **Fee card:** Residents outside the CCRLS service district can purchase a FULL card for \$75/ year.

Library Cards

- A valid library card in good standing is required for any person to check out materials from the library.
- A person applying for a library card must present photo identification verifying current residence. If the photo identification does not have the current residence, a piece of current postmarked mail with name and address is acceptable.
- Library cards can be issued to minor children ages 4-17 with a parent or guardian who will need to provide photo identification and proof of residence. Parents or guardians are responsible for any charges incurred as a result of the use of the child's card.
- A library card or other verification of identity is required to complete any library transaction.

Borrower Responsibilities

- Borrowers are responsible for returning library materials by their due date in the same condition as they were borrowed, except for wear incurred by normal and prudent use.
- Borrowers are responsible for all charges resulting from the use of their library cards. Parents or guardians are responsible for all charges incurred on cards issued to minor children.
- Presenting a library card to complete a circulation transaction implies that the patron whose name is on the library account has given consent to use the card.
- Borrowers must notify the library immediately if a library card is lost or stolen. The borrower is responsible for all items checked out on a lost or stolen card until the library has been notified and steps are taken to inactivate the card.
- Patrons owing \$50 or more in fees are not considered in “good standing” and will not be able to borrow items.
- Patrons must notify the library of account changes such as address, phone number, and email.

Circulation Periods and Rules

- Loan Periods: Most physical items check out for 21 days, with the exception of Cultural Passes which check out for 3 days. Electronic resources have varying loan periods. Due dates for each item are displayed on your checkout receipt and online at catalog.ccrls.org at My Account.
- Renewals and Reminders: Library materials generally renew 3 times unless there is a waiting list. Patrons will be notified if the item renews or needs to be returned.

Fines, Fees:

- Overdue and Lost Materials: There are no overdue fines on library items with the exception of Cultural Passes which have a \$5.00/ day fine that accrues to \$50. Items past due for 21 days will be considered Lost and charges will be applied to the borrower's account. Upon return of a Lost item, the patron's account will be updated and Lost charges will be waived.
- Damage Fees: Fees and other charges shall be imposed for lost or damaged material. Borrowers who have damaged or lost borrowed materials shall be charged the retail price at the time of library purchase plus a processing fee of \$5. Lyons Public Library

does not accept replacement copies in lieu of payment. Other CCRLS libraries may accept patron replacement items.

- Lyons Public Library does not issue refunds for items that have been paid for, then found and returned.

Requesting Library Materials

- A library user can request library materials from any of the CCRLS member libraries by placing a “hold” on the material. Patrons may place hold requests by logging into their online account or in person in the library.
- Patrons will be notified that a hold is awaiting pickup, and the item will be held for 7 days. If the item is not picked up, it is returned to the owning library.