

Sage Library System Standardized Loan Rules
Updated September 27, 2010
Effective October 1, 2010
and
Locally Discretionary UCSLD Rules
Updated August 12, 2010

The purpose of standardizing Sage Library System loan rule policies is to reasonably ensure that Eastern Oregon residents receive consistent access to the Sage Library System according to the membership level determined by the user's home library jurisdiction. Although rare, some library jurisdictions may have access limitations.

Library card eligibility and registration

Residents of any library jurisdiction within the Sage Library System are deemed eligible to receive a library card from their home library at no charge subject to resolving any prior blocks. Completion of a library card application and presentation of acceptable ID and proof of residence or property ownership in their home library jurisdiction will be required. Nonresidents and temporary residents may be required to pay a fee to receive a library card including Limited or Special Use cards at the discretion of each library jurisdiction. **The current nonresident fee is \$35.00 per year based on district average per capita tax support. The current temporary resident fee is the same as nonresident card fee, but may be prorated for a period of three or six months. Use of fees for Limited or Special Use cards may vary.** Lost or damaged cards will be charged a fee (\$2.00) and must be replaced at a card holder's home library.

Persons under the age of 18 are minors, unable to create a legal borrower's card agreement. An application submitted by a minor must be signed by his or her custodial parent or legal guardian. The adult's identification must be presented with the application. Students in K-12 must have a Sage Library System library card.

Each Sage System Library jurisdiction may establish local probationary limits (not to exceed 180 days) on new borrowers or those unable to provide proof of current jurisdictional residence, property ownership or acceptable ID. **(Not to exceed 30 days)**

Library cards for permanent residents will expire after a maximum three years. If not renewed or reactivated within one year after the expiration date, the record will be deleted from the database unless there are unresolved blocks on the account. Disputes should be directed to the originating library.

Umatilla County patrons moving to a new city within the county will normally be issued a new home library card from the new city library after clearing any prior blocks or holds. When a new card is issued the new home library shall promptly notify the former home library to delete the old patron record.

There may be circumstances (i.e. patron move is very short term) at the discretion of the patron's new home library to allow a patron to keep their current card longer perhaps

until the expiration date. If allowed the new home library will update the current patron record to include a note of the circumstances and notify their former home library.

Library card application procedure

Submit an application and present acceptable ID and proof of residence or property ownership in their home library jurisdiction. Borrowers may only have one Sage System public library card. Students enrolled in Eastern Oregon regional colleges and universities may also have student ID cards which double as library borrower's cards. The application form should provide for the following information (* required):

- Name*
- Mailing address*
- Physical address if different from mailing address*
- 1st phone number
- 2nd phone number
- E-mail address
- Other contact information (name, phone and/or address)
- Date of birth*
- Parent or guardian's name (if under 18)*
- Valid ID*
- Applicant's signature*
- Parent or guardian's signature (if under 18)*
- Date of application*

Limits on borrowing, holds/reserves, and interlibrary loans

- Cardholders must present their card or acceptable ID to check out items.
- Maximum number of items checked out per card is 35.
- Maximum of 6 holds (reserves) and/or interlibrary loan requests per public library card at any time.
- At the discretion of each library holds (reserves) on some new items may not be allowed for up to 90 days after accession. (Varies from none to 90 days)

Reference and Special Collection items are generally non-circulating at the discretion of the owning library.

Exceptions: Special loan periods for library materials or patrons may be approved in exceptional cases by the owning library or the patron's home library, respectively.

As patterns of demand for existing collections change items may be moved between the two loan periods listed below at the discretion of the owning library.

Loan period for most materials including ILL

Loan period: 21 days
Renewals: 2 – 21 day renewals (see renewals below)

Fines: up to a maximum of .20 cents a day and \$5.00 per item (.20/\$5)
Grace period: 1 to 5 days
Notices: Recommendation:
4 days after the due date for 1st notice (approx. 7 days)
11 days after the due date for 2nd notice (approx. 14 days)
18 days after the due date for invoice (approx. 21 days)
Notice dates are approximate as the library is not open 365 days a year

Loan period for High Demand materials

Loan period: 7 days
Renewals: 2 – 7 day renewals (see renewals below)
Fines: up to a maximum of .20 cents a day and \$5.00 per item (.20/\$5)
Grace period: 1 to 5 days
Notices: Recommendation:
2 days after the due date for 1st notice (approx. 2 days)
5 days after the due date for 2nd notice (approx. 5 days)
10 days after the due date for invoice (approx. 10 days)
Notice dates are approximate as the library is not open 365 days a year

Bookmobile loan period for most materials – Special Class Recommendation

Loan period: 42 days
Renewals: 2 renewals (see renewals below)
Fines: up to a maximum of .20 cents a day and \$5.00 per item
Grace period: 7 days
Notices: 8 days after the due date for 1st notice
15 days after the due date for 2nd notice
29 days after the due date for invoice
Notice dates are approximate as the library is not open 365 days a year

Bookmobile loan period for High Demand materials – Special Class Recommendation

Loan period: 14 days
Renewals: 2 (see renewals below)
Fines: up to a maximum of .20 cents a day and \$5.00 per item
Grace period: 7 days
Notices: 8 days after the due date for 1st notice
15 days after the due date for 2nd notice
29 days after the due date for invoice.
Notice dates are approximate as the library is not open 365 days a year

Renewals: Items, including overdue items, may be renewed twice online, at the library, or by phone with library staff at any online Sage Library if there are no blocks or holds.

Most items borrowed from outside the Sage system are subject to the loan rules of the owning libraries and may not be renewable. Fines or fees may be different when borrowing these items. Fees may be incurred by lending libraries outside the Sage Library System.

Fees:

Processing - up to \$10, as determined by the owning library to reprocess a replacement item including but not limited to new bar-coding, book pockets, date due cards, jacket covers, labeling, media cases, security labels or tabs and tape.

Charges for damaged items which are repairable will be based on the estimated cost of repair as determined by the owning library but will not exceed the current retail price of an identical item, if available, plus a processing fee.

The charge for a lost or non-repairable item will be the current price of an identical item if available, plus a processing fee

The charge for a lost or non-repairable out-of-print item will be based on the estimated price of a replacement item as determined by the owning library, plus a processing fee

After one warning patrons will incur a maximum \$5.00 fine per occurrence (not per title) for unclaimed interlibrary loans, if not picked up within 7 days after notification, excluding holds on a library's own materials.

Acceptable methods of paying charges include cash, credit / debit card or check at the discretion of each library. Barter and exchange may also be acceptable methods of payment at the discretion of each library.

Fines may be retained by the library which collects them. Processing fees and charges for lost or damaged items must be remitted to the owning library.

Borrowing privileges for a patron with an outstanding balance of \$5.00 or more will be suspended. In the case of fines owed by a minor, borrowing privileges for the parent or guardian who accepted responsibility for the child's library use by signing his or her application card, and for any and all other cards issued on that adult's signature, may be suspended.

Special materials or circumstances may have different fines or fees applied, such as short loans on equipment, reserved material not picked up, etc. The library will attempt to notify cardholder by e-mail, mail, or phone when items are overdue, but the borrower is responsible for the timely return of library materials.

Return locations:

Any item returned to and checked in at any online Sage Library by the end of the loan period will be considered to have been returned on time.

Items may be returned to any Sage Library via the Sage regional courier system without penalty. To reduce possible handling errors patrons are strongly encouraged to return items to the same library where they were either checked out or picked up