



## **Astoria Public Library Circulation Policy**

### **Basic Borrower Rules**

Patrons must have a valid library card or form of identification in their possession to check out materials. \*

\*Presentation of the library card by anyone other than the library card holder is considered implied consent and borrower will be responsible for all items checked out on their account.

Borrowers (patrons) will be held responsible for all items withdrawn on the library card. Fines on said cards will also be the borrowers' responsibility. Any materials that are lost, stolen, or damaged are also the card holder's responsibility.

### **Holds**

Patrons may place holds on active library materials. They will have 7 days to pick up items.\*\* If items are not picked up, they will be re-shelved or returned to the home library. Holds will be filled in the same order they are received. Notices will be sent per patron preference by phone or email.

### **Lending of Material**

Patrons with a card in good standing may check out a max of:

Books/Materials – 50

DVDs – 10

New Items – 5 (Astoria/Warrenton)

### **Loan Period**

Books and other materials may be checked out for 3 weeks. \*New Seaside Adult Fiction (7 days)  
Items may be renewed twice if there are no holds on the item.

### **Fines and Fees**

Adult Books and other materials: \$0.25 a day

Youth materials: No fine

Lost/Damaged Item: Cost of replacement and \$3.00 processing fee. (We only accept new items with matching ISBN to replace items lost or damaged beyond repair).

Slight Damage/Processing Fee: \$3.00

There will be a 7-day grace period\*\* on all materials. During this period fines will not be charged. Upon returning items outside of this grace period the patron will be charged for overdue fines from the

original due date. Patrons will be charged a replacement fee for individual items that are lost or have been damaged. This will be based on current replacement cost.

Delinquent accounts will not be allowed to check out additional materials until the account is brought into good standing i.e. all items are returned and/or charges paid in full. An account is delinquent if any of the following conditions apply:

Patron has overdue fines of \$5 or greater.

The account has been billed for lost and/or damaged materials.

Borrowers agree to abide by all terms upon issue and subsequent use of their library card.

**\*\*Due to the ongoing pandemic the Library Director is empowered to modify terms noted in policy to allow greater flexibility ensuring the health and safety of all library users. Examples include lengthening the time holds remain available prior to check in or sending to home library along with suspension of fine accrual for a 30-day period. Adjustments made because of Covid-19 will remain in place until issuance of guidance by National, State, or Local health authorities.**

**Library Board Endorsement:** October 6, 2020

**Adopted by City Council:** October 19, 2020

**Biannual review: 2022**