



Oakridge Public Library

Circulation Policy

1. Application for library cards:

All borrowers must have a valid library card from the Oakridge Public Library or a valid card from any of our consortium libraries

A picture identification is required. A driver's license or student ID is preferred. The ID must show proof of residency. Any other official ID or recent non-personal piece of mail may be acceptable for proof of residency if not indicated on the driver's license.

Applicants under 13 years of age require a parent or guardian's ID and signature on the application form. Applicants in junior or senior high school do not require a parent or guardian signature and may use their photo school ID.

The patron assumes the responsibility for the care and timely return of borrowed items.

Oakridge resident library cards expire after 3 years and renewal requires a new application and copy of current ID. Non-resident cards expire after 1 year and require a \$20 annual fee.

2. Loan Periods

3 weeks for books, audio-books, magazines, and music CDs

1 week for DVDs

Generally reference materials do not circulate. However, upon request some reference materials may be checked out.

Items may be renewed twice, either by phone or in person.

Patrons may check out a total of 15 items, only five of which may be DVDs.

Inter-library loan requests or reserves for Oakridge Library books may be made in person or on the phone. There is no charge for this service.

3. Fines and charges

The fine for overdue items is \$0.25/day. Patrons are reminded via email when books are nearing the due date if an email is provided by the patron. Two weeks past the due date the library will attempt to contact the patron by phone regarding the overdue item(s). Patrons who consistently significantly retain their borrowed items will temporarily lose their borrowing privileges and will meet with the library director to discuss the responsibilities of a borrower of library materials. Patrons who retain library materials permanently will have their library privileges withdrawn. Fines may be canceled at the discretion of the librarians.

There is an outdoor book return on Highway 58 in front of the Oakridge Pharmacy. All books, overdue or not, returned to this drop box are fine-free.

4. Damaged Materials

If materials are damaged so as to be unsuitable for the collection the patron must pay for the replacement cost.

5. Patron Confidentiality

The Oakridge Public Library follows the American Library Association recommendation on patron confidentiality as follows:

“records of any library which is in whole or in part supported by public funds, including the records of a public library system, indicating the identity of any individual who borrows or uses the library’s documents or other materials, resources or services may not be disclosed except by court order or to persons acting within the scope of their duties in the administration of the library or library system, or to persons authorized by the individual to inspect such records.”