

## **Circulation Policy**

### **Circulation**

#### **Loan Periods**

Most circulating materials check out for three weeks. Movies check out for one week. Physical audio books check out for 4 weeks. Patrons may renew materials on the library's website or by contacting the library. An item may not be renewed if another person has a hold on it, it has already been renewed twice, or the patron has been billed for the item.

#### **Fees**

Because the library is committed to equity of access, there are no fines for overdue materials. The library collects fees for the following:

- Lost or irreparably damaged items: Retail cost of item + \$5 processing fee. Patrons may bring in a good identical copy of an item to have the retail cost waived. They will still be charged the processing fee.
- Damaged items, if repairable: \$10 or the cost of the repair, whichever is higher.
- Destroyed media case: \$5.
- Lost media piece (e.g. disc from an audiobook or DVD series), if individually replaceable: \$10 or the replacement cost, whichever is higher.

Fees paid for lost materials may be refunded, less the processing fee, if they are returned in good condition within six months of having paid the fee.

If payment of fees represents a hardship the patron may speak to the library director for alternative means of taking responsibility for the lost or destroyed material.

#### **Overdues and Billing**

Patrons will be notified about overdue materials by e-mail only. Otherwise, it is the patron's responsibility to monitor their record for overdue items. If a patron fails to return overdue materials within four weeks of the due date, the material will be considered lost and the patron will be billed for the item.

The library will not check out materials to any patron with outstanding fees exceeding \$15. Borrowing privileges will be restored when outstanding fees are brought under \$15. Exceptions to any provisions of this policy are at the discretion of the Library Director.

## **Privacy Policy**

The First Amendment of the United States Constitution guarantees freedom of speech with the corresponding right to hear what is spoken and read what is written without fear of

government intrusion, intimidation, or reprisal. Confidentiality is the primary means of providing First Amendment protection for public library users.

Oregon law recognizes the Maggie Osgood Library as a public body subject to public records law. The library's policies on its records can be found in the City of Lowell's Public Records Policy. However, Oregon public records law also allows libraries to exempt certain records. In accordance with this law, the following library records are exempt from disclosure:

- Records showing the use of specific library materials, whether analog or electronic, consulted, borrowed, acquired, or transmitted, by a named person; or
- Records showing the name of a patron together with the person's address, email address, telephone number, or other personally-identifiable information.

The library is committed to protecting every patron's library records. However, upon issuance of a court order, the library may be required to disclose borrower records to law enforcement agencies. Depending on the court order, the library may or may not be allowed to disclose to the patron or anyone else, with the exception of legal counsel, that the records were released. These records include, but are not limited to circulation records, registration records and records regarding use of library information, materials, and services.

To protect patrons, if a court order is received, the library will not make library records available to any agency of state, federal, or local government without first consulting its legal counsel and unless a subpoena, warrant, court order, or other investigatory document is issued by a court of competent jurisdiction, showing good cause and in proper form. All such requests must be made through the library director.

To further protect library record privacy, the library shall electronically purge or manually shred the following records when they are no longer needed for regular library business:

- Records with personally-identifiable information including but not limited to a name together with an address, email, telephone number, or name of a library material used or accessed.
- Records showing information on use of the library's computer networks that can be specifically identified with a particular user or device.

The library reserves the right to use library records for administrative purposes, such as recovering overdue materials, payment for lost items, customer surveys, or other administrative communications.

The library does not allow use of library records for fundraising or political purposes. In all contracts with third-party agents, the library will protect patron and staff privacy to the greatest extent reasonable under the circumstances. Nothing in this statement prevents the library from exercising its right to enforce its code of conduct, protect its facilities, network, and

equipment from harm, or prevent the use of library facilities and equipment for illegal purposes.