



Policy

Newberg Library Advisory Board
Adopted November 19, 2009
Revised August 16, 2012

LIBRARY CARDS

Library/Borrower's cards are used by the library to determine who has materials checked out, allow patrons to place holds on materials currently checked out, or at other library locations, and to access a myriad of online resources.

People may borrow books or other materials with a valid library/borrower's card issued by the Newberg Public Library, or a library with which Newberg has a reciprocal borrowing agreement. Library cards shall be issued to individuals or authorized institutions and/or their employees.

Library cardholders may not check out material if they have fines over \$5. Cardholders with fines or fees are referred to the CCRLS materials recovery/fines collection agency per CCRLS regulations, unless designated otherwise. Cardholders sent to materials recovery/fines collections will have a fee per incident charged to their account as per CCRLS policy. If fines or materials are not recovered, the materials recovery/fines collection agency may send the debt to a collection reporting agency. Cardholders under 18, schools or non-profit agencies will not have their debt sent to a collection reporting agency.

Applicants must provide proof of residence and identity. Proof of residence may include a piece of mail delivered by the post office within one month of the date of application. Identification may include a driver's license, student body card or other ID showing name and other identifying information.

A valid library/borrower's card must be presented each time library materials are borrowed or holds are picked up. If a patron has forgotten his or her card, an exception may be made if the patron can present valid identification or provide information on three or more items of identification from the patron's record. They must show proof of address or fill out a registration form, and the transaction will be noted on their record. This is to protect the patron from identity theft. There is a charge for replacement of the second and subsequent lost cards, as designated on the Fee Schedule.

Upon request, with the presentation of a valid library card, information on current checkouts and charges will be provided.

Cardholders may choose to have their cards linked with other cardholders through the circulation system. This allows them to pick up holds or get information on checked out items for others on their linkage. To link with another cardholder, each person age 12 and older must authorize the linking with their signature. A parent or guardian may authorize linking for youth 11 and under.

Cards issued by the Newberg Public Library remain library property. Use of such cards may be revoked or suspended by the library for failure to comply with appropriate library rules or for other reasonable cause.

I. Types of Library Cards

The following types of library/borrower's cards will be issued:

1. **City of Newberg Resident:** A resident of the City of Newberg will have full borrowing privileges. Youth ages 12 to 17 may receive a card or replacement card without a parent/guardian signature. In the case of a child who is 11 or under, the application must be countersigned by the child's parent or legal guardian.
2. **Non-Residents: Residing in Yamhill County, but outside the Newberg or CCRLS Boundaries**
 - A. **Non-resident Household** The payment of a household fee, or senior household fee (65 or older), provides applicants full borrowing privileges for everyone residing in that household for six months or one year, depending on the fee paid. The fee is reviewed annually by the board and adopted by the board and city council. There may be a scholarship program available to assist those in financial need.
 - B. **Non-resident Child** (age 0-14): These youth may receive a "Project: Kids Card," which allows checkout of youth items, owned by Newberg Public Library only. There is no fee for this card.
 - C. **Non-resident Teen** (age 15-through high school graduation (June 15) or age 18, whichever is last, *middle school youth may also receive this type of card on a case by case basis*): These youth may receive a Student Card which allows checkout of any items owned by Newberg Public Library only. There is no fee for this card. This card may be used only with the cardholder present.
3. **CCRLS District Residents**
 - A. **CCRLS City Resident:** Those residing within the jurisdiction of a CCRLS member library will have full borrowing privileges.
 - B. **CCRLS Basic Resident:** Those residing outside the jurisdiction of a CCRLS member library but within the CCRLS district may have one checkout and one hold on their card/record at a time.
 - C. **CCRLS CARE Card:** Those age 0 through high school graduation (June 15) or age 18, whichever is last residing outside the jurisdiction of a CCRLS

member library but within the CCRLS district, may check out children's or young adult materials from any CCRLS library.

D. CCRLS Fee Resident: Those residing outside the jurisdiction of a CCRLS member library but within the CCRLS district, and who pay a fee adopted by the CCRLS Council and the Newberg City Council, will have full borrowing privileges for everyone in their household.

4. **Non-Residents of CCRLS or Yamhill County:** Anyone living outside of the CCRLS District and Yamhill County (usually Washington or Clackamas counties) may purchase a library card under the regulations stated under 2.A. The exception would be students who live within the Newberg School District but in Washington or Clackamas counties. They would also be eligible for cards under 2. B & C.

The fees stated above are non-refundable, unless a fee cardholder moves into the City of Newberg within 30 days of paying the fee to the Newberg Public Library. A full refund may be made to the cardholder if proof of the Newberg address and the request for the refund occur within 45 days of paying the fee.

5. **Taxpayer:** Any person living outside the City of Newberg or CCRLS boundaries who owns property in and pays real estate property taxes to the City of Newberg may obtain a card. All taxpayer cards expire November 15th of each year. Taxpayers are required to bring a copy of their tax statement each year. Ownership of a business within the city limits of Newberg is not sufficient; the owner must own the property and receive a tax statement in his/her name or the name of his/her business.
6. **Outreach:** Retirement centers, and other agencies served by the outreach programs shall have borrowing privileges. There are no fines assessed on their materials and they are charged for lost materials at 75% of the cost of the material. Outreach cardholders are not sent to the CCRLS Materials Recovery/Fines Collection agency.
7. **Agency:** Local agencies, businesses, and schools may apply for an agency card for use by their staff checking out materials related to the business, school, or institution. The following guidelines will be followed:
 - A. The business, school, or institution will accept all responsibility for charges accrued by those who use the cards. An individual at the agency shall be designated as the contact person. There are no late fees for school or institution cards; however any damaged or lost materials are the responsibility of the agency. Late fees are assessed on business cards.
 - B. The director, principal or other individual with managerial authority shall be designated as the responsible party for signing the application as well as named on the library circulation records in the field for Parent/Guardian.
 - C. Schools and non-profit agencies are not sent to CCRLS Materials Recovery/Fines Collection Agency.
 - D. The card will expire each October 30th to allow information to be updated.

E. The card shall not be used for checking out personal items for individual staff members.

8. **Temporary Library Card:** Residents of shelters, motels or institutions (not including George Fox University) within Newberg city limits may apply for a Temporary Newberg Public Library Card. Applicants must provide a letter on company letterhead signed by the agency or program where the individual is staying verifying name and residence. A receipt with the applicant's name and current date from the program/agency/business will also verify temporary residence. This card provides checkout of three Newberg Library items at a time and will expire in three months.
9. **Computer Use Card:** Those residing outside the city limits of Newberg, or the CCRLS district, may apply for a Computer Use Only Card. This card allows them to reserve time on the public access computers only. Visitors to the area who will not be returning regularly to the library are not required to obtain a computer use card and will have computer use through a guest pass. There is no charge for this card.
10. **Online Library Card:** Applications will be accepted from the library's web site for a 30-day library card. Staff will issue a library card within three days and register the patron for 30 days of online resources use only. They will have up to 30 days to come to the library and apply for a permanent card by providing the appropriate ID and proof of address. Residents of Dundee and the rural Newberg area will be eligible for this card one time as an incentive to purchase a full-service library card.

II. Scholarship Program

The Newberg City Council and the Newberg Library Advisory Board recognize the barrier that the fee for a non-resident library card may present to some households or individuals with limited financial resources. In order to provide assistance, a scholarship program has been established. Priority for scholarships shall be given to those residing within Yamhill County but outside the boundaries of the City of Newberg and CCRLS.

The scholarship fund is supported by donations from community members. The donations are used to pay the fee for a six-month library card for qualified applicants.

The scholarship (library card) may be renewed; however, another application must be completed at the time of renewal. Applicants will complete a special application form requiring them to certify that their income falls below the poverty level as defined by the State of Oregon. The Library Director will review the data annually and will update the application form as appropriate.

A special scholarship program may be maintained for Student Cards for Newberg School District students who live outside the Newberg city limits to receive a full borrowing privileges-CCRLS card. It does not require income verification.

When a scholarship is issued, the Library Director will instruct the Finance Department to transfer the appropriate funds from the library Gift and Memorial Fund to the city General Fund-Library Cards.

If the scholarship fund is depleted, no scholarships will be issued.

IV. Lost Library Cards

Cardholders must notify the Newberg Public Library immediately upon the loss of a library card. The cardholder is financially responsible for all materials checked out on that card prior to the date of notification. There is a charge for the second and subsequent lost cards as designated on the Fee Schedule.

V. Confidentiality of Library Records

According to Oregon State Law (ORS 192.502) the records of a library, including circulation records, showing use of specific library materials by a named person or consisting of the name of a library patron together with his/her contact information is confidential. Newberg Public Library's privacy and confidentiality policies are in compliance with applicable federal, state, and local laws. Requests for this information require a court order and are to be submitted to Chemeketa Cooperative Regional Library Service, which maintains the library's circulation system.

These laws provide no provisions for disclosure to parents of minor children.

Parents or legal guardians of youth 17 or younger who wish to obtain access to their child's library records must provide the child's library card; if a parent/guardian does not have the card, a copy of the materials checked out to the child may be mailed to the child at the address on the library's record. A parent/guardian who does not have the card of their child and who wants access to other information on the child's record must submit a request in writing to the Library Director. Parents or a legal guardian may choose to have their cards linked with their children. A parent or guardian may authorize linking for youth 11 and under. Children 12 or older must authorize the linking with their signature.