



Library Card Policy

Authority: Library Advisory Board

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Library patrons may borrow Newberg Public Library-owned 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 for their personal use or education providers for their classroom use. A valid library card or alternate ID must be presented each time library materials are borrowed. Library privileges may be revoked or suspended by the library for failure to comply with appropriate library rules or for other reasonable cause.

Applicants must provide proof of residence and identity to receive library privileges. Proof of residence may include a piece of mail delivered by the post office, state-issued ID, or other physical/digital means. Identification may include a driver's license, physical or digital student body card, or other ID showing name and other identifying information.

Youth ages 11 to 17 may receive a card with an application signed by a parent/guardian or with subsequent notification of the parent/guardian. In the case of a child who is 10 or under, a parent/guardian's identification and proof of residence are required and the application must be signed by the child's parent/guardian.

Library cardholders may not check out material if they have fines that exceed CCRLS policy. Cardholders with fines or fees over the CCRLS level 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.

I. 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 is eligible for a Full-Service Card and may check out up to 50 items at a time.

2. **CCRLS District Resident:**

A. Other CCRLS City Resident: Those residing within the jurisdiction of a different CCRLS member library are eligible for library privileges according to that city's policies.

B. CCRLS Basic Resident: Those residing outside the jurisdiction of a CCRLS member library but within the Chemeketa Community College tax district are eligible for a Basic card, allowing check out of up to 10 items from any CCRLS library.

C. CCRLS C.A.R.E. Card: Those age 0 until age 19, residing outside the jurisdiction of a CCRLS member library but within the Chemeketa Community College tax district are also eligible for a Create A Reader Everyday card (C.A.R.E.) if that is their preference, and may check out up to 25 items from any CCRLS library.

D. CCRLS Fee Resident: Those residing within the CCRLS district, but outside the jurisdiction of a CCRLS member library, may pay an annual fee determined by the CCRLS Council to have Full Service borrowing privileges for everyone in their household, per CCRLS policy.

E. As a temporary stopgap for those residing in Yamhill County but outside the Chemeketa Community College tax district, CCRLS has agreed to issue Basic or C.A.R.E. library cards to those residents. This covers those in Dundee city limits as well as areas of rural Newberg.

3. Non-Residents of CCRLS District:

A. Anyone living outside of the CCRLS District may pay a fee determined by the CCRLS Council to receive a library card with Full Service privileges for their entire household.

B. If a patron has a card at a participating Passport Program library, they are eligible for a Passport Card. Passport cardholders may check out 10 items at a time and are not eligible for most electronic resources. Must be renewed annually.

4. City of Newberg Taxpayer:

Any person who owns property in and pays real estate property taxes to the City of Newberg may obtain a full service library card regardless of their residence. Taxpayers must prove their ownership of the property, usually through Yamhill county tax records. Ownership of a business within the city limits of Newberg is not sufficient; the owner must own the real estate in their name or the name of their business.

5. Newberg Educators:

Employees from local schools and Newberg residents who homeschool their children may apply for an Educator card in order to check out materials in their capacity as an education provider. The following guidelines will be followed:

A. The individual signing up for the card will accept all responsibility for loss or damages accrued. If the applicant is an employee of a local school, they must provide documentation of their current employment status (usually in the form of a work badge).

B. The card will expire on October 31st each year and may be renewed.

C. This card is not intended for individuals' personal use and should only be used in the patron's capacity as an education provider.

6. Temporary Library Card:

Residents of emergency shelters, motels, or similar institutions within Newberg city limits, or those who cannot prove their residence for any reason, may apply for a Temporary Newberg Public Library Card. Identification is still required. This card allows check out of one item at a time and expires after 90 days. It does not provide access to materials from other CCRLS libraries.

7. CCC Student/Faculty Card:

Chemeketa Community College students may have a 25-item checked out/holds CCRLS card by presenting student ID with proof of current enrollment. This card expires at the end of the current term or 3 months from date of issue if term date is difficult to determine. Faculty may have 10 items out/10 items on hold card that expires September 30th of each year. Staff and Faculty are encouraged to obtain a card based on their residence, but this is an option for those not eligible for a free library card based on their residency. Staff and Faculty may only have one type of card, not both.

8. Online Temporary Registration Card:

Applications are accepted through the CCRLS-provided online portal for temporary library cards, which do not require the usual identification or proof of residence. Online Temporary Registration cards expire after 30 days and allow immediate access to electronic resources and allow a patron to place a single hold, but do not allow check out of physical items.

II. Lost Library Cards

Cardholders should notify the Newberg Public Library as soon as possible upon the loss/theft of a library card. The cardholder is financially responsible for all materials checked out on that card prior to the date of notification.

III. Confidentiality of Library Records

According to Oregon State Law (ORS 192.355 [23]) 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.

Upon request, with the presentation of a valid library card or equivalent, patrons may receive information on checkout history and charges for an individual's account. For the parents/guardians of youth 11 and older, information about current and past checkouts must be requested through the Library Director if the parent/guardian cannot provide the child's library card or equivalent.