

	<p>Policy Title Borrower's Policy</p>	<p>Policy Number 3.1</p>
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I. Eligibility for Borrowing

- a. All residents who live within the City of Camas city limits are eligible to become registered borrowers of the Camas Public Library. The Library provides service to persons living outside the Camas city limits according to the Library's Policy on Reciprocal Borrowing and Nonresident Use.

To receive a library card, an applicant must show official photo identification and fill out an application form. Children under 12 years of age must have the signature of a parent or guardian.

Registered borrowers are responsible for all activity on their cards, returning or renewing materials on or before the due date. The parent or guardian is responsible for all items checked out on his/her dependent's card, 11 and under. Borrowers ages 12 – 17 may volunteer at the library in lieu of fees.

Registered borrowers are responsible for informing the Library of changes to their residential and/or mailing address, email address, and phone number.

Lost or stolen cards are to be reported; the borrower is responsible for all items charged to his/her card prior to the notification of its loss.

Borrowers may check out up to 150 items at one time.

II. Materials Loan and Renewal Rules

Materials	Loan Period	Renewal
DVDs	3 weeks	Up to 2 times*
Print & Audio materials	3 weeks	Up to 6 times*
Book Discussion Kits	42 days	2 renewals
Other Materials i.e. Equipment	Individually set by equipment; hour increments	Dependent on device
Interlibrary Loan	Set by lending library	Set by lending library

*Renewals allowed unless an item is on hold for another borrower

Borrowing privileges will be restricted when:

- There are unresolved charges totaling \$25 or more in the borrower's account;
- An interlibrary loan item is overdue.

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Revised January 1997	November 1997	January 1998
September 2003	December 2004	October 2007
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