

## Circulation Policy

Scappoose Public Library issues library cards free of charge to residents of our district, Scappoose School District students, and patrons of St Helen's Library as well as many surrounding library systems. You may check out library materials as soon as you are issued a card. All cards may check out any material in the library. The library cannot act in loco parentis and encourages and supports parents to exercise their responsibility to monitor and guide the reading, viewing, and gaming activities of their children.

### To Obtain a Library Card

Adult applicants must complete a Library Card Application and provide identification with proof of address

- A driver's license or picture ID is preferred, however, any other official ID or recent non-personal piece of mail or school ID may be acceptable
- By signing the registration form, the patron is indicating that they will be responsible for all materials signed out by their library card and any resulting late fees or fees for damaged items.
- Temporary cards are valid for 2 months and can be made permanent by appearing in person at the library with valid ID as described above.

Juvenile applicants need to be accompanied by a parent, grandparent, or legal guardian who can provide identification with proof of address. This adult will need to sign the Library Card Application.

- By signing the registration form, the parent, grandparent, or legal guardian is indicating that they will be responsible for all materials signed out by their library card and any resulting late fees or fees for damaged items.
- The library will accept the signed Library Card Application without a parent present if a teacher returns the signed forms. A temporary electronic card may be issued through applying through the library website.
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### Card Fees for Out of District Patrons

- Single Card: \$30.00
- Family Cards: \$45.00 per family
- Senior and Veteran's Cards: \$20.00

## Item Limits Per Card

- Adult Cards: 50 item limit (no more than 10 DVDs at any one time)
- Juvenile Cards: 20 item limit (5 DVDs)
- Video Games 3 item limit per card

## Length of Check Outs

- Books & Audio Books: 28 days
- Audiobooks: 28 days
- Children's Materials: 28 days
- DVDs: 28 days
- Periodicals: 28 days
- Video Games: 28 days
- Steam Kits: no fines
- Cultural Passes: 3 day
- Board Games: 28 days
- Wireless Hotspots: 14 days
- Library of Things: 14 days

Scappoose Library does not charge overdue fines. Damaged and lost fines do not exceed the cost to replace an item. Fines must be below \$10 to check out items. If an item is damaged and requires replacement, the cost is the list price.

## Interlibrary Loans

If you cannot locate what you need in the library, most materials can be borrowed through surrounding libraries. There is no fee for an interlibrary loan request. There is a \$3.00 per item charge for not picking up the item within 10 days.

## Renewal Policy

Library materials may be renewed twice over the phone or online, after which the item has to be brought into the library. If the item is not on a request list, the item can be checked in and checked out again in person. OBOB books are not renewable due to their high demand.

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