



Circulation of Materials Policy

1. Any person holding an Oregon Public Library card in good standing –No materials overdue 14 days -may check out material from the library without charge.
2. Anyone in the Oregon Public Library District 4 years of age or older is entitled to his or her own library card. A juvenile application form must be filled out and signed in person by a parent or legal guardian who assumes responsibility for materials checked out by a child. After the age of 18 years, a patron will fill out an adult card and will be considered responsible for the materials they check out.
3. The applicant must complete a form that provides information about residence. A personal reference is optional. Identification and place of residence may be proven with one of the following:
 - A current picture ID with current address (driver’s license, FOID, military ID, etc.)
 - A picture ID without current address plus a current piece of mail with the applicant’s name and current address
 - A piece of current mail with applicant’s name and current address plus a non-picture form of ID (checkbook, rental lease, etc.) with the current address listed
 - 2 pieces of current mail with applicant’s name and current address
4. Resident cards are valid for a period of three years and can be renewed once expired. Proof of identification and residence must be shown (see 3 above) in order to renew the card. A parent or legal guardian must accompany a juvenile in need of a card renewal and show proof of the guardian’s identification and residence (see 3 above).
5. If the card is lost or destroyed before the expiration day, a new card can be issued with proof of identification. A \$1.00 replacement fee will be charged.
6. A file of application forms is kept at the circulation desk.
7. Any person holding a valid resident card from a library in the state of Illinois (or a valid non-resident card from a library participating in the Non-Resident Reciprocal Borrowers program, see below) may check out materials from the Oregon Public Library.

8. The Oregon Public Library participates in the Non-Resident Reciprocal Borrowing Program. Library cards purchased at the closest library to persons living outside of an established library district may be used at the Oregon Public Library. Persons for whom the Oregon Public Library is the closest library may purchase library cards at a cost established by the Illinois State Library [Non-resident fee formula, section 3050-60, #75ILCS5/4-7(12)] and approved by the Oregon Public Library Board of Trustees. See attached document.
9. Patrons who own property within the Oregon Public Library District boundaries but do not reside at said property may be eligible for a Non-Resident Taxpayer Card. All members of the household are eligible for a library card at no cost, upon proof of property ownership. Non-Resident Taxpayer Cards expire one year after the date they were created.
10. Materials are circulated upon presentation of a valid borrower's card.
11. Any number of materials may be checked out at any time, with the exception of DVDs. Only 5 discs are to be checked out per library card per checkout period.
12. The following items do not circulate: specific reference materials and current issues of periodicals.
13. The loan period for checking out all material is two weeks. Patrons are able to renew items twice, as long as there are no holds on those items. Patrons can renew materials by calling during regular library hours, coming to the library in person, or renewing online. Books on CD and other media are also loaned out for a period of two weeks. Reciprocal Borrowers are only allowed to have 3 DVDs checked out at a time.
14. Fines are not charged to accounts with overdue materials, however, fees are still charged for lost or damaged materials. The schedule for checkouts is listed in the table below per PrairieCat Policy.

Courtesy Notice	3 Days Before Due Date	Email, Text, no print	COURTESY NOTICE Just a reminder that the following library materials will soon be due. Some or all of the items may be eligible for renewal in My Account on PrairieCator by calling 888-542-7259. http://search.prairiecat.info
Overdue #1 – Friendly Reminder*	7 days after due date	Email, text or phone (no print)	FRIENDLY REMINDER The following library materials were due

			recently. Please return them as soon as possible. Thank you
Overdue #2 – Overdue notice	14 days after due date	Email or print	FIRST OVERDUE NOTICE The following library materials are overdue. Borrowing privileges will be suspended until materials are returned. Please return them as soon as possible.
Bill Notice	21 Days after due date.	Print only. This is the notice that adds a bill on the patron's record and includes the bill amount on the notice.	BILL NOTICE Please return the following item(s) and settle your account. You are being billed for the overdue items. Thank you

15. eReader and hotspot devices are available to Oregon Public Library patrons. There is a 2 week loan period on eReader and hotspot devices. eReaders and hotspots are not allowed to be returned in drop box and a \$25 fine will be assessed if returned in drop box.
16. If the patron wishes to borrow materials via inter-library loan (ILL), library staff will set the loan period. No grace period will be allowed for overdue ILL materials.
17. Patrons who do not return materials or return them in damaged condition will be charged for replacement.

Approved by the OPL Board of Trustees: November 21, 2019, Reviewed February 2021