

FORT VANCOUVER REGIONAL LIBRARY DISTRICT

Serving Clark, Skamania, Klickitat Counties, and portions of Cowlitz County

Library Privileges Policy

The Board of Trustees are responsible for ensuring the prudent use of the taxpayers' investment and has a great deal of trust in our borrowers. Our fine-free system is an expression of that faith. Therefore, the Board has established rules for the borrowing of materials intended to provide equitable and convenient access to the resources of the Library District.

1. Borrower types:

Everything cards (full privileges):

- Can check out up to 50 items and place up to 50 holds.
- Access to all online resources.
- Includes all residents living in Clark, Skamania and Klickitat County with the exception of the City of Camas; all residents living within the city limits of Woodland, WA, and within the Yale Valley Library District service area in Cowlitz County; and property owners in the Library District's service area, even if they live elsewhere.

Reciprocal cards:

- Can check out up to 50 items and place up to 50 holds.
- Access to most online resources.
- Reciprocal cards do not allow interlibrary loan.
- Oregon residents of Clackamas, Hood River, Multnomah and Washington Counties, and Washington residents of Camas and other tax-supported public library jurisdictions with which FVRL has a reciprocal agreement. A full list of Washington and Oregon reciprocal partners is available on our website.

Non-resident cards:

- Non-resident borrowers pay an annual fee that can be paid quarterly.
- Can check out up to 50 items and place up to 50 holds.
- Access to all online resources.
- Non-residents are defined as Washington residents from areas where there is no tax supported public library or temporary residents from out-of-state (except as listed above).

Limited cards:

- Minors (pre-K through high school) may be eligible for a limited card without regard to residency.
- Limit of three (3) physical items checked out at a time.
- Includes access to all online resources.
- No photo ID or parental signature is required.
- No media.
- Limited cards do not allow interlibrary loan.

Educator Cards

- Applicant must be eligible for a FVRL library card.
- Can check out up to 100 items and place up to 100 holds.
- Eligible for extended due dates.
- Educator cards do not allow interlibrary loan.
- Have proof of employment at a daycare, public or private school, or show a valid Declaration of Intent as a homeschool provider.

E-cards

- Access to all online resources.
- Eligible only if you do not already possess a full privileges card.

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2. Lost, stolen and replacement library cards

Patrons must report lost or stolen cards to the library to avoid being held responsible for materials checked out on their cards after the loss or theft is reported. If a patron reports a card lost or stolen, they must present ID in accordance with policy to be issues a new card.

3. Rules for borrowing

- Library materials are loaned to individual library users with valid library cards for a specified period of time. The borrower is expected to return or renew the materials no later than the due date.
- When a patron moves, changes their phone number, or email address, it is their responsibility to inform the library of the change to their account.
- There are no fines for overdue materials; however, individuals are charged for lost and damaged materials.
- Borrowers are responsible for everything checked out on their cards, even if those items are lost or stolen.
- Borrowing privileges of an individual cardholder will be suspended when limits established for the following activities are exceeded:
 - Overdue materials
 - Dollar amount owed for lost or damaged materials
 - Interlibrary loan items lost

The Executive Director is authorized to establish and enforce reasonable limits for these privileges and will regularly keep the board informed of changes to the limits.

4. Restoration of borrowing privileges

Borrowing privileges will generally be restored when the patron has returned or paid for sufficient materials to be within the established limits. Exceptions for suspending, limiting or restoring privileges may be made at the discretion of the Executive Director or designee in consultation with the Library Board policy committee.

5. Intentionally damaging or retaining materials

It is a violation of state law and Library Privileges Policy to intentionally injure, deface, destroy or retain library property. Any person violating this subsection will have their library borrowing privileges suspended and may be prosecuted to the full extent of the law. Library borrowing shall remain suspended or limited at the discretion of the Executive Director, or designee, in consultation with the Library Board policy committee, regardless of whether the library is fully compensated for damaged materials.

6. Implementation and Appeal Rights

Library staff, as delegated by the Executive Director, will implement this policy. Library staff members are expected to make every effort to apply these rules in a fair, reasonable, humane, and positive manner.

Any person whose borrowing privileges have been suspended may appeal to the Executive Director to have their privileges restored or limited to a lesser extent. Library users who

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question the way that this policy has been applied to them may use the appeal process established by the Appeal Rights of Patrons Policy.

Authority for this policy is in the RCW.

Policy history:

- Board Approved - Original Policy 10/14/91
- Revised 10/11/93
- Revised 5/2/94
- Revised 9/12/94
- Revised and combined with the Policy on Loaning of Materials 7/08/02
- Revised 12/13/04
- Revised 05/09/05 – Implemented 8/01/05 (formerly titled Borrowing Privileges)
- Revised 4/11/06
- Revised 8/10/09
- Revised 4/12/10
- Revised 5/15/17