



Circulation Policy

This Circulation Policy pertains to all aspects of patron registration and the fees and fines structure of library operations. Guidelines and restrictions pertaining to the issuing of all other types of library cards not specifically mentioned in this policy may be found in the [Procedure Manual](#). See **Appendix** for details about loan periods, fees, and other specific loan and/or item information.

Library Cards

The Longview Public Library will issue library cards to residents of the City of Longview, as per RCW 27.12.270 and City Attorney Legal Opinion No. 5-76, with current proof of residency in the form of identification. If this proof does not contain a photo, a second piece of identification may be required with such photo. Patrons will be asked to fill out a new application in the case of a legal name change.

Cowlitz County Mini-Rural Partial Library District

The contract between the Longview Public Library and the Cowlitz County Mini-Rural Partial Library District extends the issuance of library cards and all services except outreach to the homebound, under the same criteria, to residents of the District as long as the contract remains in place.

Cowlitz Tribe

Pursuant to RCW 27.12.285 the Longview Library Trustee Board authorizes members of the Cowlitz to obtain a library card with proof of membership in the tribe.

Educator Cards

The Educator Card provides support for educators so they may borrow library materials for use in classrooms and other educational settings in Longview and the Rural Library District.

Educator cards can be issued to patrons who have proof of employment at a daycare, public or private school, or of being a homeschool provider. This can be established with one of the following: school or childcare identification, school or childcare pay stub; if in-home childcare, patron may provide a business license

Letter on school or childcare letterhead from the school administrator or childcare director

A copy of the homeschool provider's Declaration of Intent as submitted to a local school district as required annually by the State of Washington

Materials checked out using the educator card cannot be renewed. Charges for lost and damaged items still apply.

Reciprocal Borrowing

The Library will expand library services through the negotiations of reciprocal borrowing agreements with other libraries. Such agreements will allow Longview residents and Cowlitz County Mini-Rural



Partial Library District residents to obtain a library card from participating libraries. They will also allow cardholders from those other libraries to obtain cards from the Longview Public Library.

Current agreements are in effect with:

- Fort Vancouver Regional Library
- Kelso Public Library
- Timberland Regional Library

Non-Residents

Non-residents may obtain a library card by paying a library use fee of \$100. This fee is based upon the per household cost of providing library service to City and Cowlitz County Mini-Rural Partial Library District residents. It should be noted that non-residents have access to all library services, except checkout, without a library card.

Earning a Library Card

Patrons may earn a library card if you live outside of the Library's service district. Non-resident volunteers may earn a family library card by serving 22 volunteer hours and joining the Friends of the Library, waiving the \$100/year non-resident charge. Cards are earned by mid-December of each year and a family card (available to everyone living in the household) is issued for the following year.

Lost and Damage Fees

Borrowers are responsible for all the items that they have checked out. The library may charge a fee for any lost, or damaged materials. Parents are responsible for those borrowers under the age of 18. At age 18, a patron will be asked to fill out a new application and assume legal responsibility for their accounts.

When fees exceed a maximum amount (see Appendix) the library will not check out materials until such time that the total amount is under or equal to that maximum.

Card Renewal

Library cards are renewed every three years. Charges on the account must be less than the maximum circulation amount. The library may deny the re-issuance of a library card to anyone whose record still shows that money is owed to the library.

Collection Agency

Patrons that do not return materials that value in excess of \$1000 will be sent to a collection agency. LPL staff will make every attempt to collect all monies owed to the Longview Public Library and City of Longview.



Retention of Records

Each year, the records of individuals who have not used their card for 3 years and do not have any charges on their record will be deleted from the system. Individuals who have not used their card for 5 years who owe any amount will be deleted from the system.



Appendix

Library Cards:

Library Cards are blocked from checking out material when \$35.00 or more is owed.

Library Cards require an address verification every 3 years, expire every 5 years needing to be renewed. Patrons are asked to clear all charges owing when renewing their card.

Maximum number of items patrons can out:

Resident:	40
Rural:	40
Reciprocal:	40
Outreach:	40
Non-Resident:	40
No Permanent Address:	5
Independent Kid:	1
Educator:	100

Library Materials:

- The Verizon Hotspot MiFis check out for 3 weeks and are only eligible for one renewal.
- Discovery and Check Out Washington Passes, require patrons to be 16 or older, check out for 7 days and are not eligible for renewal.
- Equipment checkouts, require patrons to be 18 or older, checkout time varies by patron need and are not eligible for renewal
- All books, audio books, music CDs, DVDs and Blu-rays check out for 3 weeks and are eligible for the 4 automatic renewals.

Eligible items will automatically renew up to 4 times unless there is a hold on them. Items on hold for someone else cannot be renewed and must be returned by their due dates.

Auto renewal is a courtesy service that automatically extends library materials due dates for an additional 3 weeks, per renewal.

Recommended for approval: Jacob Cole 02/03/2023

Approved by Library Trustee Board: 02/13/2023