

Crook County Library

Library Card Policy

Last revised January 23, 2019

Your library card grants you access to all of Crook County Library's physical and digital resources. A Crook County Library card is free to all Crook County residents or property owners. We also honor current, valid library cards from Deschutes Public Library and Jefferson County Library District. Youth under 17 years old are welcome to get a card with the agreement of their parent/guardian.

Our staff are encouraged to use sound but flexible judgment in accepting applications and proof of address. Our major aims are to verify that you're eligible for a free card and that we have a way to contact you. If you lack sufficient documentation to get a free library card, you are still welcome to use library facilities and services without charge, including any materials and equipment, computers, meeting rooms, programming, reference, and more.

Resident Cards

If you are a Crook County resident or property owner and are at least 17 years old, you may receive a card by providing your name, mailing address, physical address, contact information, and date of birth. We require proof of identity, which may include but are not limited to the following, provided that the documents are valid, unexpired, and original:

- Driver's license, permit, or ID card issued by a State government, whether temporary or permanent (only item needed if it is issued by Oregon and includes a current address in Crook County);
- Government-issued ID card;
- Military ID card;
- Passport;
- Student ID card;
- Business membership card (e.g. Costco card) or credit card with photo.

We also require proof of mailing and physical address, which can include the following:

- Any of the aforementioned ID cards;
- Current motor vehicle registration;
- Current fishing or hunting license;
- Signed lease or rental agreement or current rental receipt;
- Utility bill sent in your name within the past 30 days;
- Bank or credit card statement sent in your name within the past 30 days;
- Deed to real property or property tax statement;
- Entry in the Crook, Deschutes, or Jefferson County property ownership databases;
- Personal mail addressed to you, postmarked within the last 30 days.

Juvenile Cards

If you'd like to get a card for a child under 17 years old, you must be their parent/guardian. Legal guardians (e.g. foster or adoptive parents) need to show official documents of guardianship. The child must be present to obtain a card, and your signature is required on their library card application.

By filling out the appropriate information and signing the application, you agree to be responsible for the following:

- All materials checked out on the library card;
- Deciding what materials are appropriate for your child;
- Allowing the use of public computers while in the library and monitoring the child's use of library computers and networks.

Other Card Types

To facilitate use of the library, we offer other types of library cards in special situations. To apply for any of the following cards types, you must come to the library in person.

- *Courtesy card*: Courtesy cards are intended for individuals who lack homes, do not have permanent addresses, or are otherwise in transitional or temporary housing. A courtesy card may be updated to a resident card with sufficient documentation. To apply for a courtesy card, present proof of identity (expired or unexpired) and contact information.
- *Facility card*: Facility cards are issued to organizations or businesses serving Crook County that wish to use library services for business purposes (e.g. retirement facility, social service organization, etc.). To create a facility card, present proof of identity as well as a business card in your name showing your association with the organization as well as the organization's contact information. Cards are issued at the discretion of the Director of Library Services or designee.
- *Educator card*: Educator cards are intended for educational organizations and homeschooling families. If you belong to an educational organization (e.g. school, day care), you may apply for an educator card using the same requirements as for a facility card above. Homeschooling families who reside in Crook County may receive educator cards with presentation of proof of identity and proof of homeschooling registration with the High Desert Education Service District.
- *Non-resident card*: Non-resident cards may be purchased by individuals or families who are temporary residents, do not reside in the tri-county region, or who are ineligible for any of the other card types described in this policy. All members of a non-resident household may receive a card with payment. You may apply for a non-resident card in-person for 1, 3, or 12-month periods, with fees determined annually by the Library Board of Trustees and the County Court. Non-resident cards have the same documentation requirements and privileges as resident cards, except where, due to contractual reasons, access to electronic resources is unavailable.

Checkout rules

Unless otherwise noted, Crook County Library cards do not expire. The standard checkout period for most items is three weeks. Movies, Hot Titles, and current holiday children's books check out for one week no matter the card type. Other types of items we check out, such as equipment or cultural passes, may have different checkout periods and other restrictions. Except for Hot Titles and other special

items, materials may be renewed up to three times as long as no other patrons have the items on hold. We retain items on hold for seven library business days.

Card type	Expiration	Checkouts		Holds		Loan periods
		Physical	Digital	Physical	Digital	
Resident	N/A	50	15	15	15	Standard
Non-resident	1, 3, or 12 mo.					
Facility	1 yr.					
Juvenile	N/A	25				
Educator	1 yr.	100		30		4 wks
Courtesy	90 days	3		3		Standard

Out-of-System Interlibrary Loans (ILLs)

Since our collection cannot be totally comprehensive, we allow patrons to place out-of-system interlibrary loans (ILLs). ILLs allow you to borrow items from outside of our Central Oregon resource-sharing network. Such items may include older, out-of-print, or specialized titles, or titles that fall outside the scope of our Collection Development Policy. ILLs are open to any Crook County Library cardholder in good standing, with the exception of courtesy, juvenile, and non-resident cards expiring within a month.

Because of the cost of postage and staff time, you may only have two active out-of-system ILLs at once. Checkout periods are set by the lending library. ILLs may be renewed once if allowed by the lending library. While the service is free, you will be charged if you fail to pick up your ILLs. Some specialized items may require extra fees, as charged by the lending library. With your permission, such fees will be passed on to you.

Disclaimers

- To check out, patrons must show the card in person, show it digitally, provide valid photo ID, or verify information on the account.
- The personal information you give us for your library card will only be used for library purposes. We do not share your information with any external entities in absence of a valid court order. Please refer to our Privacy Policy for more information.
- If your personal information changes, please let us know so that we can contact you regarding your account.
- If you lose your card, please let us know immediately so that we can ensure no materials are checked out without your permission. There is no charge for replacement cards.
- Please do not let others use your library card. If you'd like to have someone pick up holds on your behalf, please send them with your library card. Family members living in the same household may pick up each other's holds.
- You are responsible for all materials checked out on your card or any cards where you are listed as the guardian of a minor child. For cards issued to organizations, the organization named on the account is considered the responsible party. Failure to return materials may result in being billed for the items or being sent to a materials recovery service.
- Accounts owing over \$10 are blocked from checking out non-electronic library materials.

- Fees associated with use of your library account and other services are set annually by the Library Board of Trustees and County Court.

Exceptions to this policy are at the discretion of the Director of Library Services or designee.