



Keizer Community Library

imagination and discovery

Circulation Policy

The circulation policies of Keizer Community Library exist to facilitate community access to the materials and information in the library's collections, while protecting these same collections.

Keizer Community Library's circulation policies are intended to be in accord with the American Library Association's Library Bill of Rights.

Library Cards

Adult library cards are available free of charge to anyone 14 years and over, regardless of place of residence. Ten items may be checked out on an adult card at one time. Cardholders are responsible for all materials borrowed on their cards and for all monies owed.

Kids library cards are available free of charge to any child, ages 1 day through 13 years. Youth 14 and over may apply for an adult card. An adult must apply for a library card in their name before a Kids card can be issued. Thirty items may be checked out from the children's collection at one time. Ten items from the teen or adult collection may be included within the thirty item limit. The Kids card will be associated with the adult as the responsible person.

Teacher library cards are available for teachers who work at a school in Keizer. This card is to be used for books intended for use in the classroom, not books for personal use.

Library cards with no use for three years will be purged.

Library Material Loan Periods and Limits

Books*, Audiobooks, DVDs: 3 weeks

**The above materials will be renewed once automatically, unless someone has placed a hold on the item. It is the patron's responsibility to monitor due dates.*

Book Club kits: 6 weeks

Adults can check out up to 10 items at a time; children can check out 30 items from the Children's collection. Children may check out up to 10 items from the YA or adult collection as part of their 30-item limit.

(503) 390-2370 • info@keizerlibrary.org • www.keizerlibrary.org

980 Chemawa Road NE • Keizer, OR 97303

Keizer Community Library is a 501(c)(3) non-profit organization/Federal tax ID 93-1180466



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Renewals may be made online, in person at the library or by calling (503) 390-2370.

Holds

Patrons have seven business days to pick up materials placed on hold before they will be returned to the shelves.

Fees

Effective September 2021, overdue fines for late materials have been eliminated.

Fees are charged for lost, stolen or damaged items. If the cost of item is set in the item record, patrons will either be charged that amount or may replace that item with another copy of the book, CD or DVD with a new or second-hand item that is clean, readable and in acceptable condition. If the item record does not contain the cost of a book, the replacement charge will be \$10 for a hardback book and \$5.00 for a paperback book.

If a CD or DVD of a multi-set is lost or damaged, the charge will be the replacement cost of the item if it is available or full replacement cost of the set.

Retention Schedule

In compliance with Oregon Administrative Rules:

- Borrower registration records will be retained until superseded or for 1 year after expiration or non-use.
- Overdue book records will be retained until materials are returned or debts have been reconciled or are deemed uncollectible.
- Accession records, catalogs, circulation records, and master shelf lists/inventories will be retained until superseded or obsolete.

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