

	Policy Title Borrower's Policy	Policy Number 3.1
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I. Eligibility for Borrowing

- a. All residents who live within the City of Camas city limits are eligible to become registered borrowers of the Camas Public Library. The Library provides service to persons living outside the Camas city limits according to the Library's Policy on Reciprocal Borrowing and Nonresident Use.

To receive a library card, an applicant must show official photo identification and fill out an application form. Children under 12 years of age must have a parent or guardian present.

Registered borrowers are responsible for all activity on their cards, returning or renewing materials on or before the due date. The parent or guardian is responsible for all items checked out on his/her dependent's card, 11 and under. Borrowers ages 12 – 17 may volunteer at the library in lieu of fees.

Registered borrowers are responsible for informing the Library of changes to their residential and/or mailing address, email address, and phone number.

Lost or stolen cards are to be reported; the borrower is responsible for all items charged to his/her card prior to the notification of its loss.

Borrowers may check out up to 150 items at one time.

- b. Those who wish to borrow devices are subject to the same eligibility requirements above, in addition to the following:
 - I. Library account must be in good standing.
 - II. In-Library devices must be returned at least 15 minutes prior to the Library closing. Devices which leave the Library property should be returned to a Library staff member, or in the outside book drop.
 - III. Users must be 12 years or older. In accordance with the Library Internet policy, parent/guardians of minors must assume responsibility for their children's use of the internet.
 - IV. Devices must be used in accordance with the Public Computer and Internet Acceptable Use Agreement.
 - V. Users agree to maintain the integrity of the device, not alter any settings or software, and agree to report any hardware or software problems to Library staff.
 - VI. Devices must always be kept with the user. Users are responsible for any changes in condition while devices are in their care and for replacement for damage, loss or theft.
 - VII. The Library is not responsible for any damage to the user's removable drives or loss of data that may occur due to any malfunctioning Library hardware and/or software.

II. Materials Loan and Renewal Rules

Materials	Loan Period	Renewal / Considerations
DVDs	3 weeks	Up to 16 times*
Print & Audio materials	3 weeks	Up to 16 times*
Book Discussion Kits	42 days	7 renewals*
Chromebooks	2 hours, Library use only. Device not permitted to leave the premises.	1 renewal*
Outdoor Games	3 weeks	1 renewal*
WiFi Hotspots	3 weeks	3 renewals*
STEM kits	3 weeks	3 renewals*
Other Materials i.e. Equipment	Individually set by equipment; hour increments	Dependent on device
Interlibrary Loan	Set by lending library	Set by lending library

**Renewals allowed unless an item is on hold for another borrower.*

Borrowing privileges will be restricted when:

- There are unresolved charges totaling \$25 or more in the borrower's account;
- An interlibrary loan item is overdue.

III. Device Lending Agreement

By loaning this device, I agree:

- To abide by the Borrower's Policy as stated above.
- To pay full repair and/or replacement costs should the device or any peripherals be stolen, lost, not returned or damaged.
- To use the equipment in accordance with the Public Computer and Internet Acceptable Use Agreement

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