

Kelso Public Library

Policy No. 201

Library Card and Circulation Policy

Purpose of the Library Card and Circulation Policy

201.1 The purpose of the Library Card and Circulation Policy is to establish who may obtain a library card at the Kelso Public Library and conditions under which those privileges may be suspended. A valid library card provides library users with circulation services which may include borrowing materials and equipment, placing holds, and allows inhouse and remote electronic access to information resources. The Library Card and Circulation Policy establishes charges for circulation services and replacement fees for lost or damaged materials.

Library Cards

- 201.2 A library card is needed to check out library materials. A state-issued identification card can be used to access a card-holder's account and check out materials if the library card is unavailable.
- 201.3 Individuals of all ages may apply for a library card with proper identification and proof of residence.
- 201.4 Proper identification refers to a valid state issued Identification Card or Driver's License.
- 201.5 Proof of residence refers to a piece of officially printed mail, printed check, rental agreement, recent utility bill, etc.
- a) For minors: The parent or guardian is required to be present to show both proper identification and proof of residence. Parents and/or guardians are linked to the minor's library account via their state-issued identification card number and are responsible for any fees assessed on the minor's account.
- 201.6 Cardholders are responsible for all materials checked out on the card and for payment of replacement fees assigned to the card.
- 201.7 Cardholders are responsible for notifying the library promptly if a card is lost or stolen.
- 201.8 Cardholders are responsible for notifying the library if they move to a new residence or make changes their phone number or email address.
- 201.9 Library cards expire regularly to confirm address and other contact information.
- 201.10 The Library Director may refuse or restrict a library card if a pattern of abuse is established.
- 201.11 Access to library materials will not be restricted based on patron age or material content.
- 201.12 Cardholders are limited to one library card account.
- 201.13 Library card accounts are limited to the following limits on checked-out materials.
- a) Up to thirty materials may be checked out on an individual library card. Each library card is limited to up to five DVDs, five books on CD, one Activity Kit, and one book discussion kit.

201.14 Renewals: Materials on hold for someone else cannot be renewed and must be returned by their due dates. Eligible materials, indicated above, will be renewed automatically unless there is a hold on the material.

201.15 Library Card Replacement: The Replacement Fee amount is located in the City of Kelso's Master Fee Schedule.

Library Use Fees

201.16 City of Kelso residents living within the Kelso city limits may obtain a library card at no charge.

201.17 Any Kelso School District student, regardless of residence address, may obtain a library card at no charge.

201.18 Educators at the Kelso School District, regardless of residence address, may obtain a library card at no charge.

201.19 Longview Public Library Card holders may obtain a library card at no charge, but will be required to show their Longview Public Library Card.

201.20 Fort Vancouver Regional Library Card holders may obtain a library card at no charge, but will be required to show their Fort Vancouver Regional Library Card.

201.21 Non-Residents require a per household Library Use Fee. The Non-Resident Library Use Fee amounts are detailed in the City of Kelso's Master Fee Schedule.

Placing Holds

201.22 Holds may be placed on materials in person, online from the Kelso Public Library catalog, or over the phone.

201.23 Hold limits are based on material checkout limits (see 201.13.2)

Fines and Replacement Fees

201.24 The Kelso Public Library does not charge fines for materials returned after their due date.

201.25 If materials are returned missing any pieces, they will not be checked in until the missing piece is returned. Until such time, the material will be marked as missing and remain checked out on the patron's account.

201.26 Library accounts with materials checked out beyond their due date are blocked to prevent further checkouts until all overdue materials are returned.

201.27 The full replacement fee for a lost or damaged material is charged to the borrower to whom the material was checked out at the time that it was lost or damaged.

201.28 Borrowers are responsible for materials which were checked out on lost or stolen cards prior to notification to the library of the card's loss.

201.29 The replacement fee of the material includes the Library's purchase price plus a processing fee. The Library uses vendors that offer processing and other related services to acquire materials, including replacements.

201.30 Materials that are claimed to be returned by library cardholders will be searched for three times over the course of one week. If the material cannot be found in the library, the material's replacement fee will be charged to the library card account with which it was checked out.

201.31 Collections. The Library abides by the Kelso Municipal Code Title 3 Revenue and Finance Chapter 3.34.

Signed this 15th day of October, 2024



Andrew Hamilton, City Manager



Erik Moser, Library Director

Revision History:

- Original Adoption: March 2023
- Revised: October 2024