

# Milton-Freewater Public Library Circulation Policy

The Milton-Freewater Public Library strives to make its circulating collection and electronic resources available to the greatest number of people by having as few restrictions as possible while protecting the community's library resources. The circulation policy of the Milton-Freewater public library exists to facilitate fair and equitable community access to the materials and information contained within the library's collections.

Any resident of the Umatilla County Special Library district may use the library's facilities, services, and materials within the limitations set forth below. The library does not discriminate on the basis of race, religion, national origin, sexual orientation, gender identity, or disabilities.

## Borrowing privileges

All residents of Milton-Freewater and the Umatilla County Special Library district are eligible to borrow books and other materials from the library. Those patrons that reside outside of the library district must pay a \$35 dollar fee each year in order to use the services of the library.

## Library card registration

Residents wishing to obtain a library card must submit an application form with identification and proof of residency within the Umatilla County Special Library District. The following are examples of acceptable proof of residency. Other forms of proof of residency that are not listed below may be approved at the discretion of library staff.

- Drivers license or Identification Card
- Voter registration card
- Utility bill, or utility receipt
- Lease agreement
- Mail with current address listed

Library cards are valid for three years from date of issue for residents, or one year from date of issue for non-residents.

## Library cards for children

No minimum age is required to obtain a library card, but children under 16 must have their borrowers card application signed by a parent or guardian, and must provide proof of residency. Parents or guardians who sign an application for a child accept responsibility for use of such card, including the responsibility for all fines, fees, or for loss or damage to library materials.

The American Library association and the Milton-Freewater Public library oppose censorship and restricting access to library materials and services for minors. The library believes that young people are entitled to the same access to libraries and the materials in libraries as adults. Library staff do not determine the suitability of material borrowed by a child, and do not accept responsibility if a parent deems items checked out by a child unsuitable.

## Identification

All library users must present their library card or photo ID to check out materials or use a computer. Visiting patrons without a library card may use a library 'guess pass' to use the library's computers. Loss or theft of library card should be reported to the library immediately. A replacement fee for a lost library card may apply.

## Borrower rights and responsibilities

Items charged out on a library card remain the responsibility of the individual named on that card. All eligible borrowers are expected to have a current postal and e-mail address on file with the Library.

Library patrons in good standing are eligible to check out all circulating library materials. Items kept after the due date will incur fines, the amount to be established by the City Council. Borrowers who have more than \$5.00 in library fines will have their borrowing privileges suspended.

Patrons are responsible for the replacement cost of items that they have damaged or lost. The library does not accept replacement copies or other items as payment for lost or damaged items.

## Confidentiality of library records

The library's commitment to privacy and confidentiality has roots not only in the law, but also in the ethics and practices of librarianship. In accordance with the American Library Association's Code of Ethics: "We protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired, or transmitted."

The Milton-Freewater Public Library protects the privacy and confidentiality of all library users, no matter their age. The library adheres Oregon State Law, which exempts libraries from public disclosure of library records (ORS 192.502,22.)

Patron information is strictly confidential and is not to be given to non-library staff, including parents, friends, or Law Enforcement. Only a court order can require the disclosure of patron records.