



Policy 3.2 Borrowing Privileges and Responsibilities

Adopted by Library Board of Trustees: 6/26/2008
Revised: 10/31/2012; 11/25/2013; 02/26/2015; 11/19/2015;
07/27/2017; 08/22/2019; 12/14/2020; 04/29/2025

3.2 Borrowing Privileges and Responsibilities

The circulation policies of the North Olympic Library System (NOLS) promote broad community access to the materials in the library's collections with a reasonable level of protection of these materials. This policy is in accord with the American Library Association's Library Bill of Rights.

3.2.1. Patron Responsibility for Materials Checked Out on Card

A patron is responsible for all materials checked out on their library card.

Parents and/or guardians are legally responsible for all materials checked out on the card of their child under the age of 18. Because the Library is obligated to protect the privacy of all library patrons, the Library may not release specific information about materials checked out on a child patron's library account to anyone other than the child, unless permission to do so has been granted by the child. Possession of the library card for the child patron account, or knowledge of the barcode number and password, implies that such permission has been granted (see Policy 3.2.7).

If a card is lost or stolen, the patron should immediately report the lost or stolen card to library staff. Patrons are responsible for all items checked out prior to the date the theft or loss is reported to the Library.

Patrons use library materials at their own risk. The Library will not accept responsibility for damage that may occur to a patron's audio/visual or computer equipment during use, or as a result of use, of library materials.

3.2.2. Loan periods

NOLS sets loan periods in order to provide all patrons with fair and reasonable access to library resources. Materials must be returned on or before the assigned due date or the items will be auto-renewed if eligible. Most library materials have a loan period of three weeks (21 days). DVDs have loan period of seven (7) days. DVD sets with three (3) or more discs have a loan period of fourteen (14) days. Materials, collections, and equipment which have loan periods of

other than 21 days, are described in Policy 3.3. Library card types that allow non-standard loan periods are described in Policy 3.1

When the due date falls on a holiday for which the library is closed, the Library will automatically extend all loan periods until the next day that the Library is open.

Borrowed materials must be returned to a NOLS location. NOLS items returned to any other library system will be considered overdue until the item is returned to NOLS.

Special loan period extensions, up to a total of nine weeks (63 days), may be granted for specific items, at the discretion of the Branch Manager or their designate, in order to accommodate extended vacations or similar needs. Extended loan periods will not be granted for high demand materials, or items for which there are pending hold requests.

3.2.3. Loan limits

With the exception of DVDs, the Library places no limits on the total number of materials borrowed by Full Service card holders. A maximum number of thirty (30) DVDs may be checked out to a Full Service account at any given time. Paid Subscribers, Outreach Delivery, and Educator Cards have the same loan limits as Full Service cards holders.

Limited Service card holders may have up to two (2) items checked out at any given time.

Except as described in Policy 3.3, Circulation of Special Collections and Materials, the Library generally places no limits on the number of items in a specific genre or format which may be checked out at any given time.

3.2.4. Renewals

The Library automatically renews eligible library materials as a courtesy. Limits on renewals exist so that all patrons can have an equal opportunity to use the library's materials.

Generally, all NOLS materials for which there are no active hold requests will be renewed twice. Materials for which renewals are not allowed are described in Policy 3.3. Material checked out to an Educator card cannot be renewed.

If a patron wishes to retain an item which has already been renewed twice, the item must be physically brought into a NOLS location, where it will be checked in and inspected for damage. If the item is found to be in good condition, and if there are no active hold requests, it may be checked out again, and it is once again eligible to be renewed twice.

3.2.5. Claims Returned and Claims Never Had

Errors occasionally occur when clearing items from patron accounts, and therefore the Library allows a patron to state that they have returned materials that are still attached to the patron's account.

If a patron indicates, by phone, email, or in person, that they have returned items that are still listed as "checked out" on the patron's account, staff will note these items as "claims returned" on the patron's account and search for the items. If the items are found, they will be cleared from the patron's account in such a way that no fines or fees are incurred.

"Claims returned" entries remain "active" on the patron account until the item is found. Borrowing privileges are not affected by "claims returned" entries unless five (5) or more active claims are entered on the patron's account. Accounts with five (5) or more active "claims returned" items are blocked until a sufficient number of the items in question are found, returned, or paid for, bringing the total number of active claims below five (5), or until the patron makes special arrangements with the Branch Manager. If an account accumulates ten (10) or more claims returned entries, any combination of active or resolved, the account will be blocked until the patron makes arrangements with the Branch Manager.

3.2.6 Borrowing Materials Without Presenting a Library Card

In order to expedite service, patrons are encouraged to bring their library card when they visit the library and to present it whenever they check out library materials.

A patron who wishes to check out materials without presenting their library card must be able to establish their identity to a member of the library staff which provides sufficient patron account data to establish the patron's identity, or utilizing an established username and password or electronic barcode when using a self-service device.

3.2.7 Borrowing Materials Using Another Patron's Library Account ("Third Party" Borrowing)

A "third party" may borrow materials using another patron's library card or account only if they are able to establish that they have been granted permission to do so in one of the following ways:

- by presenting the library card for that account; or
- by the owner of the library account listing the third party as an Alternate Borrower in the library account. Such authorization will be entered into the card holding patron's account by library staff, and considered viable by the library until specifically retracted by the owner of the library account. Authorized third party borrowers who are unable to present the borrowed library card must provide proof of their own identity by presenting their own library card, or another acceptable form of ID (as established by Policy 3.1.7).

Any person in possession of a library card, or of the account barcode or username and password, will be assumed to be the patron to whom the card is issued, or to have the permission of that patron to use the card.

In order to prevent unauthorized use of a card or account, passwords should be kept private, and theft or loss of library cards should be reported to the library immediately.