



OCEAN SHORES PUBLIC LIBRARY

Policy: 4.0 Borrowing Materials

Adopted Board of Trustees September 2021

Revised January 2023

Patrons may borrow materials from the Ocean Shores Public Library with a valid library card. Cards are available to residents, property owners, students, and non-residents per eligibility requirements.

4.1 Library Card Eligibility and Fees

Residents of Ocean Shores are eligible for library cards with proof of identification and proof of residency. Proofs include:

- valid driver's license
- passport
- government issued photo ID
- school photo ID
- Community Club card
- current property tax
- imprinted checks
- current OS utility bill
- current lease agreement

Residents and property owners may sign up for a limited library card online to access eBooks and other electronic resources.

Non-residents may apply for a temporary 3 month card or an annual card.

The following fee schedule applies to library cards:

FREE	Residents
	Non-resident property owners
	Students in the North Beach School District
	Non-resident city of Ocean Shores employees (full-time or part-time)
\$10.00	Non-resident 3 month temporary card
\$25.00	Non-resident annual card
\$1.00	Replacement for all types of cards.

4.2 Borrowing Periods

The loan period for materials borrowed from the library differs depending on the type of material.

Books, Magazines, Audiobooks, Music

21 days, 1 renewal, unlimited reserves

New Adult Fiction

14 days, 1 renewal, unlimited reserves

DVDs

3 for 3 days, 1 renewal, 3 reserves

Late Fees and Non-Returned Items

Daily late fees are no longer assessed for materials not returned by the due date.

Non-returned items will be subject to replacement fees.

4.3 Inter-library Loan Service

The Inter-library loan service provides material that a patron has requested that the Ocean Shores Library (OSL) does not own. The library encourages patrons to use this important and necessary part of service since it is impossible for OSL to purchase all published materials.

The following restrictions apply.

- A. Only materials not owned by OSL may be borrowed.
- B. Movies, reference books, rare books, and CDs cannot be borrowed. Books and audiobooks less than 6 months old cannot be borrowed.
- C. Due to the nature of small public libraries, librarians cannot undertake research requests via inter-library loan. The OSL cannot support educational research for articles.
- D. The availability of items makes it impossible to guarantee when an item will arrive. Some may take several months.
- E. Patrons may inter-library loan up to three items at a time.
- F. A \$3.00 fee per item is assessed.
- G. OSL late fees apply to inter-library loans.

Inter-library loan service is a privilege. Patrons who abuse this service may have it suspended.

4.4 Borrower Responsibility

A registered borrower is responsible for:

- Presenting a library card or identification for borrowing
- All items borrowed and for charges incurred through the use of the card
- Returning all items in the condition in which they were borrowed
- Returning items on or before the due date
- Reporting loss or theft of borrower's card to the library
- Informing the library of changes to the borrower's name, address, and other contact information.

Parents or guardians are responsible for the use of their children's/ juvenile cards.

The library sends a courtesy notice when items are due. Lack of receipt of the notice does not eliminate responsibility for the item's timely return.