



**COOS BAY PUBLIC LIBRARY**  
525 Anderson Avenue,  
Coos Bay, OR 97459  
(541) 269-1101 | [coosbaylibrary.org](http://coosbaylibrary.org)

## CIRCULATION POLICY

A library patron should present their library card to check out materials. If the library card is not in their possession, materials may be checked out with photo identification.

Patrons with outstanding fees over \$5.00 will not be allowed to check out additional materials.

Each card has a limit of fifty (50) items checked out at any one time.

Most circulating material may be borrowed by cardholders for either seven (7) days or three (3) weeks (21 days), depending on format. Special collections may have other borrowing times. Digital platform downloads have varying checkout periods.

Due dates are available through a receipt at time of checkout or by logging into their online account.

### **CHECK IN POLICY**

Items may be returned to any Coos or Curry County library in a designated book return. All items are checked for damage and for missing pieces before they are checked in and removed from a patron's account.



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### ITEMS RETURNED INCOMPLETE

If a patron returns an item that is lacking one or more of its components, the patron is responsible for returning the missing component(s). The library will contact the patron. The item will not be removed from the patron's account (i.e. will not be checked-in) until the missing component(s) is/are returned. In the event the patron does not return the missing component(s) the item will be considered "lost" and the patron will be assessed the appropriate fees.

### RENEWAL POLICY

Library materials automatically renew up to two times as long as there are no holds on the material. Digital materials may differ.

### LOST MATERIALS

If a patron loses an item, the patron is responsible for the replacement cost of that item. The replacement cost will be the amount the item is listed for sale as a new item and a processing fee. The patron can replace or substitute the lost item with another item with approval of library staff and pay the processing fee. In the event a lost item that has been paid for is found and is returned to the library, the patron will receive a refund minus the processing fee according to library procedures within 90 days of payment.

### OVERDUE MATERIALS

Materials checked out and not returned sixty-three (63) days after the due date are considered "lost." The patron is billed for the replacement costs of the materials plus processing fees.



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### DAMAGED MATERIALS

Damage to items beyond normal wear and tear, including purposefully defacing or destroying library material, is the responsibility of the patron. Fees for damaged materials may be the replacement cost for the material.

If the patron has lost or permanently damaged a DVD, Blu Ray, or Music CD but still has the case, the patron is responsible for the entire amount of the item. The price of the case will not be subtracted from the replacement cost.

### CLAIMS RETURNED OR CLAIMS NEVER HAD

When a library patron claims that an item still charged out to them has been returned to the library, or that they never borrowed that item in the first place, the patron may request that the library mark the item as "Claims Returned". Patrons are limited to five (5) claimed returns in total for the duration of their valid library card. A patron will pay all replacement costs if they exceed the limit.

### HOLDS

Patrons may place up to twenty-five (25) hold requests on circulating items. Items are held for nine (9) days for patron pickup. If the item is not picked up within the time allotted, the hold is cancelled, and the item is returned to circulation or fills the next hold in the queue.

In order to check out the hold item, the patron must present the library card on which the hold request was made or be a designated cardholder associated with the patron who originally placed the hold. No pickups will be allowed without the originating card or a designated patron association. If a patron presents the card that originated the hold or the patron has an associated library account, check-out will be allowed even if the cardholder is not present at the time of pick-up. No other account information will be shared without proper identification or presenting the library card.