

# General Circulation Policies

- All residents of the Chemeketa Cooperative Regional Library Service district and those areas contracting for service are eligible for basic service library cards without fees
- Residents of member library municipalities are eligible for full service library cards without fees
- Children aged 18 and under, living outside a member library municipality, are eligible for a CARE card, which is restricted to juvenile and young adult materials only, for no fee
- Full service library cards may be sold to residents living outside member library municipalities/districts or the CCRLS service district itself according to the policies and procedures of individual member libraries
- Individual CCRLS member libraries may issue special non-resident local-option cards at a reduced rate or no cost. These cards must be physically distinct from all of the standard CCRLS library cards, and must display the name of the issuing library
- CCRLS provides libraries with a standard library card. This card is issued free to new registrants. There may be a cost, according to the library's replacement policy, for replacement of damaged or lost cards
- Patrons may have only one personal account on the automated system
- Library cards issued by one CCRLS library to residents or fee-paying residents are honored by all other CCRLS libraries
- Students, staff and faculty of Chemeketa Community College are eligible to receive library cards for use at CCRLS member libraries. Conversely, all CCRLS patrons can get a Partner card that allows full checkout privileges and use of a computer at the CCC library. They need to present their CCRLS card to do so
- Any public library member's material can be returned at the CCC library
- When adding notes to patron accounts, use NOTE for vital information that should be discussed with the patron, COMMENT for information for staff, and HISTORY for historical information about the account