



West Slope Library Borrowing Policy

Purpose

The library's mission is to provide access to information and to support and encourage the freedom to read, learn, and discover in a welcoming environment. The West Slope Library Borrowing Policy, under Washington County Cooperative Library Services (WCCLS) policies, is intended to support patrons with equitable access to borrowing services, protects account privacy and confidentiality, prioritizes positive patron experience, and maintains public trust.

Scope

The West Slope Library Borrowing Policy pertains to library accounts and borrowing services provided by West Slope Library (WSL).

Policy

Being operated by Washington County Cooperative Library Services (WCCLS), WSL rules regarding account registrations, borrowing terms and services, fees, and other matters about library accounts follow the policies adopted by WCCLS. WSL follows the regulations outlined in the [WCCLS Circulation Policy](#). Within the WCCLS Circulation Policy there are options each library can determine locally. WSL's locally decided policies are as follows:

1. Patrons are required to present their library card, card number, student number on the account, or photo ID on the account to borrow materials and access their account. Patrons without one of these required items may not:
 - borrow materials
 - access or change personal information in their registration
 - access associated accounts
 - receive title information about materials on their account
 - receive receipts from renewals or payments





When a patron does not have physical proof of their account, they may provide verbal confirmation of two independent proofs of the identity in their registration, and they may only have access to:

- place holds
 - make payments
 - renew materials
2. Only the person named on the registration, or the listed parent/guardian, may make changes to their library account, including:
 - contact information
 - registration renewals
 - changes to the PIN
 3. WSL offers card associations between two or more cards. To create card associations to link the accounts, both people, regardless of age, must be present and give their permission to link cards.
 4. WSL issues Local Courtesy cards with approval from the Access Services Supervisor, or the person in charge.
 5. WSL issues Temporary - No Permanent Address cards.
 6. WSL issues cards to patrons of any age.
 7. WSL will delete library accounts upon request following WCCLS Circulation Procedures.
 8. WSL sets fees only for WSL materials when allowed by WCCLS Circulation Policy. Staff will provide these fee amounts by request.
 9. WSL may send manual notices and bills for items overdue, lost, damaged, or missing parts.
 10. WSL does not issue refunds for any service provided.
 11. WSL offers payment plans for accounts with balances over \$19.99 with approval from the Access Services Supervisor.
 12. WSL sets loan periods for WSL collections when allowed by WCCLS Circulation Policy. Staff will provide these loan periods by request.





13. Borrowing and loan periods of Non-Circulating Reference materials must be approved by the staff person in charge of that collection.
14. The Library Supervisor may decide to limit, suspend, or remove borrowing privileges due to fraud, repeat misuse of library privileges, or neglect of library materials.
15. WSL staff and volunteers shall follow the same borrowing policies and access to services as the public.

West Slope Library staff shall use good judgment when following these and WCCLS policies to the best of their abilities. Staff shall offer options, alternative solutions, and reasonable accommodations under these policies while communicating clearly with patrons and other member library staff.

Adopted September 19, 2023 by the West Slope Library Advisory Board.

