

Circulation Policy

Access to all circulating materials including, but not limited to, books, videos, audio, and games are accessible to all Coastline patrons in good standing.

Patrons must be able to present a valid library card or photo identification for checkout, abide by the rules governing due dates and be responsible for all fees incurred.

Circulation Rules

- Books, audio books, and music CDs check out for 3 weeks.
- Magazines, DVDs and Blu-rays check out for 1 week.
- Materials may be renewed through the Online Public Access Catalog or by staff. Most items may be renewed up to two (2) times, unless a hold has been placed by another patron. Digital materials may differ.
- If a library account has over \$5 in fees, the account cannot be used until the balance is below \$5.
- The library accepts cash or checks.
- Patrons may place up to twenty-five (25) hold requests on circulating items. Items are held for nine (9) days. 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.
- Items may be returned to any Coos or Curry County library in any designated book return.

Items Returned Incomplete:

All items are checked for damage and for missing pieces before they are checked in and removed from a patron's account. 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.

Lost Materials:

If a patron loses an item, the patron is responsible for the replacement cost for that item. Generally, the replacement cost will be the amount the item's listed price as a new item plus a processing fee. The patron may replace or substitute the lost item with another item with approval of library staff.

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 only if the material is returned in good condition and has not already been replaced. The processing fee will not be refunded. Refunds will not be given after 90 days of payment or if the item was in Collections.