



175 NW Meadow Lakes Drive
Prineville, OR 97754
447-7978

PATRON REGISTRATION POLICY

Approved: January 14, 2010

A library card is a form of credit card. To obtain a library card, picture proof of identification must be presented, showing the patron's current residence. A valid, government issued identification that includes a name and date of birth is required. A valid Oregon driver's license is preferred. If a person wanting to register does not have an ODL with a current address, then rent receipts or utility bills may be used to verify residence.

Adults without driver's licenses will need to provide other picture identification showing Crook County residence.

Children under age 18 are required to be "sponsored" by a parent or legal guardian. The adult signing the card must be present when the child is registered. Transactions made on the child's library card (credit card) are the responsibility of the adult who signs for the card. The adult signing for a child's card must be legally responsible for the child. Siblings, grandparents, babysitters, etc. are not eligible to sign a child's registration card.

People living in Deschutes County and Jefferson County are eligible for free Crook County Library cards under a reciprocal borrower agreement between the three county libraries. Other non-residents must pay \$36.00 per year for a borrower card. The registration year runs from July 1st to June 30th. People who register after July first pay a pro-rated fee of \$3.00 per month, starting with the month of registration.

Library cards are initially issued for one year from the date of registration. After the first year cards are renewed at no cost for three years per renewal. Cards that are not used within three years are removed from the library's files.

The replacement fee for lost or damaged cards is \$2.50.

Up to thirty items, including audio, print, and video, can be borrowed. The maximum number of items may be increased for an organization on a case by case basis at the Library Director's discretion. The loan period is eighteen days for all items, except Interlibrary Loans. Up to five items may be placed on reserve per card.
