

<b>Policy Title</b>	Patron Privileges and Responsibilities		
<b>Approval Date</b>	April 21, 2026	<b>Revision Date</b>	
<b>Related Policies</b>	Code of Conduct Collection Development Computer, Wireless Network and Internet Use Fixed Assets Library Meeting Room Use		
<b>Statutory Reference</b>	RCW 27.12.180 RCW 27.12.210 RCW 27.12.270 RCW 27.12.280		
<b>Purpose</b>	To establish criteria for becoming a patron and to describe the privileges and responsibilities associated with being a patron of the Lopez Island Library District (“LILD” or “Library”).		

In the event of the amendment of any law, regulation, or ordinance incorporated into this policy or upon which this policy relies, the policy shall be deemed amended in conformance with those changes.

In cases where this policy conflicts with any local ordinance, state or federal law, the terms of that law, and its underlying rules or regulations shall prevail. In all other cases, Lopez Island Library District (“LILD” “Library”) policies and practices prevail.

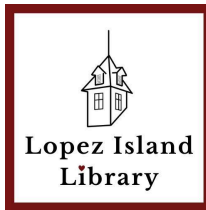
The Board reserves the right to change and/or modify this policy at any time, as circumstances dictate and in accordance with applicable law.

**Policy:**

The Lopez Island Library District (LILD) is a public library system serving the diverse needs of area residents of all ages. Anyone may browse materials, attend library programs, access electronic resources, and otherwise use services while in the library facilities. The level of available library resources and services is generally determined by patron residency, as defined below.

**Library Card Eligibility**

Lopez Island Library District is a special-purpose district funded primarily through a property tax authorized by state law and collected only on Lopez Island. Eligibility to



borrow materials and access electronic resources remotely is based on this geographic area and inter-local service agreements with other San Juan Islands library districts. All card applicants must present a photo ID confirming their identity. Customers 17 years of age or younger require a parent or guardian signature to obtain a library card with full privileges.

The following categories of library cards are available:

**A. Free Resident Library Card:**

Lopez Island residents are entitled to a free resident library card (adult or youth card). In order to qualify, a person must either:

1. Live full-time or part-time (2 months or more) on Lopez Island,
2. Work on Lopez Island,
3. Attend a school on Lopez Island, or
4. Own property on Lopez Island

**B. Reciprocal Library Card:**

Applicants with library cards in good standing from jurisdictions with reciprocal borrowing agreements, currently San Juan Island Library and Orcas Island Library, are entitled to a free reciprocal library card.

**C. Non-Resident Library Card:**

Nonresidents of the LILD who do not meet the criteria described above in A and B may purchase a library card for an annual fee to borrow materials.

In addition, Library staff may develop and issue special-use library cards that provide a defined set of privileges to specific customer groups in response to service needs and/or strategic priorities.

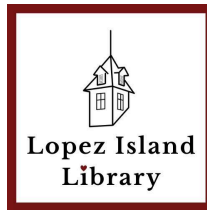
**Patron Privileges**

Privileges include, but are not limited to, borrowing books and other materials from the Library's physical collection, downloading or streaming content such as eBooks, audiobooks, videos, and music from the Library's digital collection, and remotely accessing electronic resources and online learning tools from outside of the library.

Some borrowing restrictions apply to Reciprocal and Non-Resident card holders, such as limitations on some Library of Things items and access to Seattle Arts and Lectures programs.

**Patron Responsibilities**

Patrons are responsible for providing a current local address, permanent address (if different from local address), telephone number, and email if applicable.



Patrons are responsible for all use made of their card, including use by any persons they have authorized to use their card. This extends to paying fines or fees incurred by another authorized person on their account.

Parents or guardians are responsible for any fines or fees associated with material borrowed by their dependent ages 17 and younger. The parent or guardian is solely responsible for the type of material checked out by their dependent. Library staff are not responsible for determining whether material selected by a dependent is “age appropriate.”

Lopez Island Library District has the authority to assess certain fines and fees to customer accounts. Borrowing privileges may be temporarily suspended when fines or overdues reach designated levels. Privileges will be immediately reinstated when materials are returned or paid for.

### **Categories of Fines and Fees**

#### **1. Overdue Fines**

The Library does not assess daily fines for overdue material.

#### **2. Lost or Damaged Material Fees**

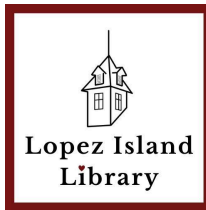
Lost or damaged material fees are assessed so that the Library can recoup the cost of an item. Accounts with long overdue materials declared lost, or materials determined by Library employees to be damaged to the extent that they can no longer be borrowed, will be assessed a replacement fee. The replacement cost of material is recorded in each item record. The library does not accept replacement material in lieu of payment.

#### **3. Miscellaneous Charges**

- a. Photocopying & Printing: Public photocopying and printing is available in the library; patrons must pay for each page printed; 2-sided copies or prints will be charged per side.
- b. Interlibrary Loan Fee: Lending libraries may require a fee for loaning some library materials. Patrons requesting interlibrary loan materials will be contacted to determine if they are willing to pay the fee in order to borrow the item

#### **4. Administrative Reduction or Discharge of Assessed Fines & Fees**

The Library may reduce assessed fines and fees, depending upon certain criteria. Examples of these reductions include, but are not limited to:



a. Fines and Fees Waiver or Cancellation

Library employees are tasked with determining under what circumstances a fine or fee may be reduced, waived, or canceled. Circumstances include, but are not limited to, hardship, library error, and special amnesty programs designed to encourage the use of library resources and services, and support the Library's mission.

b. Purge of Uncollectible Amounts

The Library may purge or write-off those fines and fees at the point at which all reasonable collection efforts have been exhausted. Such efforts may be based on the date or dollar value of the assessed fines or fees, or a combination therein.

**Denial of Service**

Use of Library facilities and/or services may be denied for due cause. Due cause includes, but is not limited to, failure to return library materials, failure to pay assessed fines or fees, or violation of the Library's Code of Conduct or any other policy.

Procedures

The Director is responsible for establishing administrative procedures necessary to carry out this policy and will respond to appeals of Library staff action and/or decision in the application of this policy and any related procedures. Any appeal of the Director's action and/or decision may be made in writing to the Board of Trustees.

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LILD will make a good faith effort to implement this policy in a fair and consistent manner. The Director will establish administrative procedures necessary to implement this policy.