



Library Card Policy

Authority: Library Advisory Board

Update history: Adopted Library Advisory Board November 19 2009, Revised 8/16/2012, Revised 5/16/2019, Revised 1/18/2024, Revised 3/20/2025, Revised 5/21/2026

Library patrons may borrow library materials with a valid library card issued by the Newberg Public Library, or from a library with a reciprocal borrowing agreement with Newberg. A valid library card or alternate ID must be presented each time library materials are borrowed. Library privileges may be revoked or suspended by the library for failure to comply with appropriate library rules or for other reasonable causes. Library cardholders may not check-out material if they have fees that exceed the allowable amount, as determined by Chemeketa Cooperative Regional Library Service (CCRLS).

Applicants must provide proof of residence and identity to receive library privileges. Proof of residence may include a piece of mail, delivered by the post office within the last month, state-issued ID, or other physical/digital means. Identification may include a driver's license, physical or digital student body card, or other ID showing name and other identifying information.

Children ten years-old or under may receive a card using their parent/guardian's identification and proof of residence. The application must be signed by the child's parent/guardian. Youth ages eleven to seventeen years-old may receive a card with an application signed by a parent/guardian, or with subsequent notification of the parent/guardian, as well as their own proof of residence and identity, or by using the proof of address and identity of their parent/guardian.

I. Library Cards

The following types of library/borrower's cards will be issued:

1. **City of Newberg Resident:**

A resident of the City of Newberg is eligible for a Full-Service Card and may check out up to 50 items at a time.

2. **CCRLS District Resident:**

A. **Other CCRLS City Resident:** Those residing within the jurisdiction of a different CCRLS member library are eligible for library privileges according to that city's policies.

B. **CCRLS Adult Basic Resident:** Those residing outside the jurisdiction of a CCRLS member library but within the Chemeketa Community College tax district are eligible for a Basic card, allowing check out of up to 10 items from any CCRLS library.

C. **CCRLS C/T Basic Card:** Youth ages zero to eighteen years-old (plus one month), residing outside the jurisdiction of a CCRLS member library but within the Chemeketa

Community College tax district are eligible for a C/T Basic Card, and may check-out up to 25 items from any CCRLS library.

D. CCRLS Fee Resident: Those residing within the CCRLS district, but outside the jurisdiction of a CCRLS member library, may pay an annual fee determined by the CCRLS Council to have Full-Service borrowing privileges for everyone in their household-

E. As a temporary stopgap for those residing in Yamhill County but outside the Chemeketa Community College tax district, CCRLS has agreed to issue Basic library cards to those residents. This covers those in Dundee city limits as well as areas of rural Newberg.

3. Non-Residents of CCRLS District:

A. Anyone living outside of the CCRLS District may pay a fee determined by the CCRLS Council to receive a library card with Full Service privileges for their entire household.

B. With a library card from a participating Oregon Library Passport Program location (www.olaweb.org/passport-directory), patrons are eligible for a Passport Library Card. Passport cardholders may have ten items at a time checked-out on their card and are not eligible for most electronic resources. This library card must be renewed annually with a valid library card from the home library, photo identification and proof of address.

4. City of Newberg Taxpayer:

Any person owning taxable property and paying real estate property taxes to the City of Newberg may obtain a full-service library card regardless of residence. Taxpayers must prove their ownership of the property, usually through Yamhill County tax records. Ownership of a business within the city limits of Newberg is not sufficient; the owner must own the real estate in their name or the name of their business.

5. Newberg-Dundee Educators:

Employees from local schools may apply for an Educator card to check-out materials in their capacity as an educational provider. The following guidelines will be followed:

A. The individual signing up for the card accepts responsibility for loss or damages accrued. The applicant must provide documentation of their current employment status at a Newberg-Dundee school (usually in the form of a work badge).

B. The card will expire on October 31st each year and may be renewed yearly.

C. This card is not intended for personal use and should only be used in the patron's capacity as an education provider.

6. Agency Card:

Any employee of a local Newberg organization that serves the community may apply for an Agency card to check-out materials in their capacity as an entity providing community support. The following guidelines will be followed:

A. The individual signing up for the card accepts responsibility for loss or damages accrued. The applicant must provide documentation of their current employment status (usually in the form of a work badge).

B. The card will expire on October 31st of each year and may be renewed yearly.

C. This card is not intended for personal use and should only be used in the patron's capacity at the organization they are employed.

7. Local Library Card:

Residents of emergency shelters, motels, or similar institutions within Newberg city limits, or those who cannot prove their residence for any reason, may apply for a Local Newberg Public Library Card. Identification is still required. This card allows check out of three Newberg items at a time and expires after 90 days. It does not provide access to materials from other CCRLS libraries.

8. CCC Student/Faculty Card:

Chemeketa Community College faculty/staff and enrolled students who live within the CCRLS tax district will be eligible for the Full or Basic card based on their residence. Faculty/Staff and enrolled students who live outside the CCRLS tax district may have a CCC specific card that allows access to check out 10 items and place holds on 10 items. The CCC card expires one year from date of issue and requires proof of employment/enrollment to receive and renew.

8. Online Temporary Registration Card:

Applications are accepted through the CCRLS-provided online portal for temporary library cards, which do not require the usual identification or proof of residence. Online Temporary Registration cards expire after 30 days and allow immediate access to electronic resources and allow a patron to place a single hold, but do not allow check out of physical items.

II. Lost Library Cards

Cardholders should notify the Newberg Public Library as soon as possible upon the loss/theft of a library card. The cardholder is financially responsible for all materials checked out on that card prior to the date of notification.

III. Confidentiality of Library Records

According to Oregon State Law (ORS 192.355) the records of a library, including circulation records, showing use of specific library materials by a named person or consisting of the name of a library patron together with their contact information is confidential. Newberg Public

Library's privacy and confidentiality policies follow applicable federal, state, and local laws. A request for this information requires a court order submitted to the Chemeketa Cooperative Regional Library Service administration, which maintains the circulation system for CCRLS.

Upon request, with the presentation of a valid library card or equivalent, patrons may receive information on checkout history and charges for their account. For the parents/guardians of youth 11 and older, information about current and past checkouts must be requested through the Library Director if the parent/guardian cannot provide the youth's library card or equivalent.