

Flora M. Laird Memorial Library Circulation Policy

Library Cards

Residents in Coos or Curry county are eligible for a free library card. To obtain a Standard Patron card, you will need a photo ID that has your local physical address. To obtain a Provisional card you will need a photo ID and proof of local physical address (a utility bill, rental agreement, or any other official document showing your name and address). Provisional cards can be converted to standard cards with a photo ID and local address.

Non-resident card fees can be purchased for a fee of \$100 per year.

Checkout Limits for Standard Patrons

- Books: 3 weeks, limit of 50 items at a time, 2 renewals
- Audio Books: 3 weeks, limit of 50 items at a time, 2 renewals
- DVDs: 1 week, limit of 50 items at a time, 2 renewals
- Magazines: 3 weeks, limit of 50 items at a time, 2 renewals
- Music CDs: 3 weeks, limit of 50 items at a time, 2 renewals

Checkout Limits for Provisional Patrons

- Books: 3 weeks, limit of 10 items at a time, 2 renewals
- Audio Books: 3 weeks, limit of 10 items at a time, 2 renewals
- DVDs: 1 week, limit 3 items at a time, 2 renewals
- Magazine back issues: 3 weeks, limit of 10 items at a time, 2 renewals
- Music CDs: 3 weeks, limit of 3 items at a time, 2 renewals
- E-books (Library2Go): 7, 14, or 21 days (your choice), limit of 6 items at a time, no renewals

Placing Holds

- Online holds can be placed on all items in our catalog (including materials from all libraries in Coos and Curry counties) by logging into your account in our [online catalog here](#).
- You can also place a hold by calling us directly at 541-247-7246.
- Once a held item has arrived and you have been notified of the hold, you will have 9 days to pick up the item.
- You may place up to 25 holds at a time on library materials.
- Please talk to one of our staff members if you need help with the hold process.

Interlibrary Loan

- Patrons looking for items not available in our online catalog (which includes materials held in all Coos and Curry county libraries) can make an interlibrary loan request.

- Patrons may have five active interlibrary loan requests at a time.
- Please ask a librarian if you are interested in using any of our interlibrary loan services.

Renewing Your Borrowed Items

- All items not on hold by another patron, may be renewed, except for e-books (Library2Go).
- If there are no holds on your item, the item will be automatically renewed for up to two additional checkout periods.
- Please call the library if you have questions about holds or due dates.

Late Fees

- There are no late fees.
- If an item is not returned within a week of the due date, a block will be placed on your card. You will not be able to check out any more materials until the item is either paid for or returned.