

Lyons Public Library
279 8th St / 448 Cedar St (mailing)
Lyons, OR 97358
lyonspl@crls.org

Lost/Replacement Card Policy

Due to multiple persons losing their cards, creating additional work for staff, a new policy has been put into place. The Lyons Library Board has set forth the following:

Patrons may purchase a replacement card for \$1.00, once I.D. has been proven. The library staff will replace the barcode and delete the lost barcode from the patron record. They will also place a message on the patron record indicating it is the first replacement.

For the second lost card, the replacement fee will go up to \$5.00, once I.D. has been proven. The library staff will replace the barcode and delete the lost barcode from the patron record. A message stating it is the second replacement will be added to the patron record.

For the third lost card, the replacement fee will go up to \$10.00, once I.D. has been proven. The library staff will replace the barcode and delete the lost barcode from the patron record. A message stating it is the third replacement will be added to the patron record. A letter will be sent to the parents of a minor stating they had signed for the minor and will resume responsibility for their child when they applied for a library card.

Part of the privileges of having a library card is to show responsibility by having their library card when they use the library (library rules state they must present a library card to check out), in addition to returning materials on time.

6-24-10