

Dallas Area Library Cards and Circulation

Anyone living in Dallas, its surrounding areas, or the Chemeketa Cooperative Regional Service District (CCRLS) are eligible to apply for a library card. To obtain a card you must have a photo ID displaying your current address or a photo ID and a document containing your current address.

Cards

Full-Service cards are available to anyone who establishes residency within the city limits of Dallas or owns property inside the Dallas City limits, as library service is paid for as a part of your property tax bill. If the property owned is not the applicant's residential address, we will require a current property tax statement to issue or renew a card. These cards expire annually on November 15th. A full-service card provides the ability to check out up to 50 items and place up to 50 holds at one time from all Chemeketa Cooperative Regional Library Service (CCRLS) member libraries, as well as access to online resources.

Basic cards are available at no cost to adults living outside of Dallas or other CCRLS libraries' service limits. The basic card allows the checkout of ten items from the CCRLS libraries at a time. You may place ten holds at any given time, and online resources can be accessed with the basic card.

C.A.R.E cards (Create A Reader Everyday) are available at no cost to children and teens 18 years old and younger that live outside of the Dallas or other CCRLS libraries service limits. CARE cardholders are allowed to check out up to 25 items from the children's or young adult collections, as well as place up to 25 holds on children's or young adult items.

Fee cards are available to households who do not own property within the Dallas city limits. A Fee card may be purchased for \$60 per year, \$30 every six months, or \$20 every four months. This entitles each member of the household to a full-service library card for the indicated time.

E-registration is available at catalog.ccrls.org. This gives registrants 30 days of access to e-resources and the ability to put holds on physical items. The registrant must come into the library within 30 days to verify their address and information.

More information on Taxes and Library Cards

The Dallas Public Library budget is supported largely by property taxes paid by Dallas residents, about \$.60 per \$1,000 value or approximately \$60 for a \$100,000 home. In contrast, those property tax payers who are residents of the Dallas service area but live outside the city limits will pay a tax of about \$.08 per \$1,000, or approximately \$8 for a \$100,000 home, to CCRLS which collects a region wide tax for basic library service. Dallas Public Library is a member of CCRLS and derives some economic and service benefit from the system.

Use of Cards:

You can borrow most Library items for three weeks, and renew many items three additional times. Renewals will occur automatically unless the item has a hold placed on it, is a new item, or some other special circumstances. DVDs and some special items, such as backpack kits, checkout for one week. You can use your Dallas library card at any Chemeketa Cooperative Regional Library System (CCRLS) member library. You can use your card 24/7 from any internet-connected device to place items on hold, renew items, checkout digital items, and access dozens of online resources.

Borrow library items

Use our self-check-out machines or come to the circulation desk to borrow books, magazines, DVDs and CDs. Most items are loaned for three weeks. The due date for each item is displayed on your checkout receipt, and online at [My Account](#). If you sign up for text message reminders you will be sent a courtesy reminder two days prior to an item's due date. Email reminders are sent out three days after the due date. These are courtesy reminders and you are responsible for returning items on time even if you do not receive a reminder notice.

Place library items on hold

You can reserve a spot in line for an item by placing a hold on the item. When an item on hold becomes available, you will be notified by text, email or phone depending on the selection you made when you signed up for your account. You can have 50 hold requests pending on your account.

To place holds:

Log into your account

Search for the item in the catalog

- Click the Place Hold button next to the item.
- Choose a pick up location for your hold.
- You can also ask the library staff to help you place a hold.

Hold items are held in a public area by last name for 7 days.

Request items not available in the catalog

If you are unable to locate the material you need in our catalog, you may request it from another library system using Interlibrary Loan, or request the library purchase it. There is no charge levied by the Dallas Library for this service, though you may have to cover postage or special fees requested by the loaning library.

Renew library items

You can renew most items for three additional checkout periods unless there is a waiting list. A few items such as new books cannot be renewed.

To renew items:

1. Online through the library catalog at "My Account."
2. You can renew items at the circulation desk.

Please note the new due date.

Also note if any items did not renew.

Return library items

You can return items:

- Twenty-four hours a day at either of our drive up book drops. One is located on Main Street in front of the library and the other is behind the library in our parking lot off of Jefferson Street
- You can also return items to any CCRLS library.

Overdue Materials

There are no overdue fees on library items with the exception of "Cultural Passes" which have a \$5.00 a day fee that accrues to the cost of the pass. Overdue notices are sent by e-mail, telephone, text or mail.

Fees and other charges shall be imposed for lost or damaged material. Damaged or lost items are each borrowers financially responsibility. Lost items should be reported to the library immediately . Charges will be made for replacing or repairing lost or damaged materials. Lost and damaged materials will be assessed at the retail price of the item at the time of library purchase plus a processing fee of \$5. Arrangements can sometimes be made to replace a lost or damaged Dallas Library item with a copy purchased by the patron. Other CCRLS libraries may not accept patron replacement items.

If a lost item is returned to the library the fees will be canceled upon check-in of the item.

If a lost item is returned within 6 months after a charge for the lost item has been paid, the library will accept the item and refund the amount paid minus the \$5.00 fee.

A patron who owes \$50 or more is not entitled to borrow materials until the fines are paid below \$50; however, no other family member should have such privileges restricted because of the delinquent member of the family.

For further information:

If you have further questions about the Dallas Public Library please contact the library at (503)623-2633, or visit the library and talk to the staff.

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