

## CIRCULATION POLICIES

### I. LIBRARY CARD POLICIES

#### A. RESIDENT CARDS

Residents of corporate Itasca with their permanent residence within the legal boundaries of the Village of Itasca are eligible to receive library cards from the Itasca Community Library (ICL). A library card will be issued after the resident has completed the application and presented the proper identification to prove residency. A valid photo I.D. and two acceptable items with current Itasca address are needed. If photo I.D. shows current Itasca address, only one additional acceptable item with current Itasca address, such as a current utility bill is needed. A parent or guardian must have an ICL card and must be present and sign for the library card of a minor who is under 18 years of age. Resident cards are valid for 3 years. The library card is the property of the ICL.

Acceptable photo I.D. 1 item required	Acceptable proof of address in Itasca, Illinois. 2 items required. Name needs to match that on the photo I.D.
Drivers License	Current utility bill
State I.D.	Lease
Passport	Bill of sale/contract for home
Student I.D.	Checkbook from a <b>local</b> bank
Military I.D.	Mail with recent postmark
Other photo I.D. issued by an government agency	Automobile registration
	*If photo I.D. has the patron's current Itasca address, it may also serve as one item to prove address.

#### B. ITASCA PROPERTY OWNER CARDS

A non-resident who is an individual or is a partner, principal stockholder, or other joint owner who owns taxable property in corporate Itasca is eligible to receive an ICL card. An Itasca property owner must present a copy of their most recent real estate tax bill for the taxable property and fill out a property owner taxpayer application. Property owner cards are valid for 1 year. Only one card will be issued to a property owner and the library card is the property of the ICL.

#### C. NON-RESIDENT CARDS

A non-resident is defined as a property owner or renter who resides in an area that is not taxed for public library service. A non-resident can purchase an ICL card and will be charged a fee that is determined by state formula. A non-resident must present their most recent original tax bill upon application for a non-resident card and the property owner or renter will pay the same amount for library card as

would be paid if the property were within the ICL service area. Non-resident library cards are valid for 1 year from date of purchase. Non-residents must purchase their non-resident library cards at the public library that is within their high school district.

**D. TEMPORARY RESIDENCY CARDS**

A temporary resident, living at a hotel or residence for a minimum of 60 consecutive days will be issued a temporary ICL card with an appropriate expiration date. Proof of residency must be provided with a contract from the hotel or host signing a responsibility statement. Proof of local and permanent address will be required.

**E. INSTITUTION CARDS**

Institution cards are intended to support the information needs of the institution and its goals, not for the personal use of members or employees. One card may be issued for one year to an institution such as a school, preschool, day-care center, park district or other governmental body. A library card will be issued after the institution fills out necessary paperwork and designates which persons from the institution will be allowed to use library card. The library card will be kept at the library at all times. The institution is responsible for all fees incurred. All school cards will be supervised by the Youth Department and all other institutions will be supervised by the Adult Services Department. All institution cards will be renewed on an annual basis.

**F. BUSINESS CARDS**

Business cards are intended to support a business with its information needs, not for personal use of employees. One library card per business will be issued to the business for one year. The Owner or Chief Executive Officer of the business will need to present a letter on organizational letterhead requesting a business card, sign a Business Library Card Contract and designate who the authorized users will be. The business library cards will be kept at the library and will be supervised by the Adult Services Department. The business will be responsible for all fines and fees incurred.

**G. STAFF LIBRARY CARDS**

Employees of the ICL will be issued a courtesy ICL card upon employment. This library card is to be used for local use only. It can not be used for reciprocal borrowing purposes at any time. Employees who do not live in the Village of Itasca will not be allowed to check out new items or items that have holds on them.

**H. RECIPROCAL BORROWERS**

ICL will extend RECIPROCAL BORROWING PRIVILEGES to patrons of any library that extends privileges to cardholders of ICL. Individuals presenting a valid card from another public library in Illinois may borrow items from the ICL, provided that their privileges in their home library are not suspended for any reason. Privileges will be

granted for one year or until expiration date of library card at home library, whichever is sooner. Items checked out from ICL are the responsibility of the borrower and are subject to all the fines, rules and regulations of the ICL. No new items can be checked out by a reciprocal borrower.

## **II. LIBRARY CARD USE POLICIES**

The ICL may refuse use of an ICL card to anyone except the individual to whom the card has been issued.

Minors under the age of 18 will be allowed to checkout any item the library offers.

ICL cardholders must present ICL library card when checking out items. In the event that cardholder does not have ICL library card they will be required to show a driver's license or other type of government photo I.D. Minors will be asked what their address, phone number and caregiver name is.

Reciprocal Borrowers must present their library card when checking out items. No exceptions will be made.

Quantity restrictions may apply to some items.

All non-print materials must be checked out on a valid library card when used in-house.

Cardholders are responsible for any items checked out on their library card, including replacement costs and processing fees for damaged or lost items.

A lost or stolen library card must be reported to the library immediately to prevent unauthorized use. The patron is responsible for all items checked out on a lost, stolen, or loaned card, along with any fines, fees, or damages incurred, until the library has been notified of the loss. Replacement library card fee is \$3.00.

A valid photo I.D. and one acceptable item with current Itasca address are needed to renew an ICL card.

Library cards with lost, missing or damaged items must be resolved before a new or renewed card will be issued.

Suspension of Privileges will occur if the patron has:

- Unpaid overdue fines total \$5.00 or more
- Delinquency of items of more than 21 days
- Violation of library policy
- Defacing of property

The library reserves the right to enforce its policies through criminal prosecution and civil actions.

An ICL cardholder in good standing may use his or her ICL card at other libraries to borrow items but are subject to the lending rules and policies of the other libraries. This is called **RECIPROCAL BORROWING**.

### **III. LOAN PERIOD POLICIES**

ICL sets loan periods and loan limits in order to provide patrons with fair and reasonable access to the library's resources. ICL sets limits on the length of time that an individual can keep a specific type of item in order to more fairly distribute limited resources such as audio-visual materials.

The following items do not circulate:

- Reference Materials
- Current Periodicals
- Ready Reference Materials
- Homework Shelf Textbooks
- Newspapers

### **IV. ITEM RENEWAL POLICY**

Items that have holds placed on them and/or new items cannot be renewed. Books that are not new can be renewed two times. All other collections can be renewed one time. Items can be renewed via telephone, on-line, email and in-person (with or without material).

### **V. EXTENDED LOAN (VACATION) POLICY**

Extended six week loan periods are allowed for all items except for ILL items, items that have holds on them, new items and DVDs. DVDs will be allowed a maximum of a 2 week extended loan.

### **VI. ITEM RESERVE POLICY**

Reserves on ICL items can only be made by ICL cardholders. Items will be held for 4 days before they are put back into circulation.

### **VII. FINE POLICIES**

#### **A. PAYMENTS**

Fines will be assessed for overdue material each day library is open. Payments to the library for fines, fees, or services may be paid by cash, check, money order (written to the ICL), or E-pay (credit card payment). Fines are not assessed for lost or damaged materials once item is paid for.

After the 2<sup>nd</sup> billing notice is sent, library privileges for the individual will be suspended until items are returned or paid for. If items are returned overdue and the fines are not paid, a record of the fines due will

be kept. In the case that an individual's unpaid fines amount to \$5.00 or more, that individual may not check out items until the fines are paid. If a check is returned for any reason, the patron will be charged \$25.00, plus all other bank fees. A patron may request that the library redeposit the check a second time, but the patron will be responsible for any additional penalty charged by the bank.

**B. RECIPROCAL BORROWERS**

Reciprocal borrowers will be subject to all fines, rules and regulations of ICL.

**C. INTER-LIBRARY LOAN (ILL) BORROWERS**

Items borrowed through ILL are subject to the fine policies of the ICL. All fees for borrowing ILL items will be charged to the borrowing patron. Material loan periods are set by the lending library. Charges for lost or damaged material are set by the lending library and are payable to the lending library.

**D. HOME SERVICES DELIVERY PATRONS**

Home services patrons will not be charged fines whether they or others return the overdue items to the library. (A home services patron includes persons from the Forest View Rehab and Nursing Center or other nursing centers or those confined to their own residence) All lost items will be charged the cost of the item and processing fees.

**E. INSTITUTION LIBRARY BORROWERS**

No Institution will be charged fines whether they or others return the overdue items to the library. All lost items will be charged the cost of the item and processing fee, no overdue fines will be charged.

**VIII. OVERDUE NOTICE POLICY**

Overdue notices are a courtesy reminder sent by the library to patrons who may have forgotten that they have items checked out. Failure to receive a notice does not relieve the patron of responsibility for returning the items or paying the fines.

**1<sup>st</sup> notice** sent when item is at least one week overdue.

**2<sup>nd</sup> notice** (billing notice) sent when item is at least three weeks overdue.

**3<sup>rd</sup> notice** (billing notice) sent when item is 5 weeks overdue.

**4<sup>th</sup> notice** (collection letter) is final notice and is sent when item is 7 weeks overdue. This notice states that item is now considered lost and NOT returnable. The borrower will be charged for the item, and the processing fee.

Parents or legal guardians who sign for a juvenile card will have their

borrowing privileges restricted if the juvenile has lost items on his/her library card.

**IX. DAMAGED ITEM POLICY**

A damaged item is any item that must be repaired, rebound or replaced. When an item is returned damaged, the borrower will be notified. If the damage is beyond repair, the borrower will be assessed the price of the item and processing fee. If payment is made for a damaged item within 30 days the borrower may keep the item. All damaged items will be discarded after 30 days. All payments for damaged items must be made to the ICL.

**X. LOST ITEM POLICY**

If an item is not returned within 30 days of the date it was due, the item will be declared "lost" and the patron will be charged for the price of the item.

For those items that a customer claims to have returned, library staff will search for the item. If the item is found, it will be checked in and all fines on the item will be waived. If it is not found, the Head of Circulation Services may decide to put the item into a "Claims" status. No fines will be charged against the patron's record. Claims items are deleted from the system after six months.

*The table below outlines the replacement cost for various library items. While every effort is made to keep this table up-to-date, the library reserves the right to make changes without notice.*

<b>Item</b>	<b>Replacement Cost</b>
Plastic Material Bag	\$1.00
Comic Book Sleeve	\$1.00
Nylon Travel Packet	\$5.00
Audio Visual Plastic Container	\$2.00
Item Bar code	\$1.00
3-D Glasses	\$1.00
Library Bags	
White	\$2.75
Blue	\$3.00
Black	\$5.00
Burgundy	\$8.00
Green	\$10.00

*The tables below outline the loan periods, renewal policies and daily fines for each type of library item, as well as which library services are available for different types of cardholders. While every effort is made to keep these tables up-to-date, the library reserves the right to make changes without notice.*

**ITASCA CARDHOLDERS ONLY - NEW MATERIAL (Materials up to 6 months old)**

	Loan Period (Days)	Limits per Cardholder	Renewals	Overdue Fine per Day	Maximum Fines	Replacement Fees	Processing Fees
Books	21		None	.25	\$5.00	Cost of Item	N/A
DVD's	3	5	None	1.00	\$5.00	Cost of Item	N/A
CD's	21	5	None	.25	\$5.00	Cost of Item	N/A
AUDIO BOOKS (inc. PlayAways)	21	5	1	.25	\$5.00	Cost of Item	N/A
Video Games	7	2	None	1.00	\$5.00	Cost of Item	N/A

**REGULAR COLLECTION**

	Loan Period (Days)	Renewals	Limits per Cardholder	Overdue Fine per Day	Maximum Fines	Replacement Fees	Processing Fees
BOOKS	21	2		.25	\$5.00	Cost of Item	N/A
DVD's	7	1	5	1.00	\$5.00	Cost of Item	N/A
FICTION VIDEOS	7	1	5	1.00	\$5.00	Cost of Item	N/A
NON-FICTION VIDEOS	21	1		.25	\$5.00	Cost of Item	N/A
CD's	21	1	5	.25	\$5.00	Cost of Item	N/A
AUDIO BOOKS	21	1	5	.25	\$5.00	Cost of Item	N/A
MAGAZINES	7	1		.25	\$5.00	Cost of Item	N/A
CD-ROMS	21	1		.25	\$5.00	Cost of Item	N/A
GAMES	21	1		.25	\$5.00	Lost Part \$1.00 or Cost of Item	N/A
BOOK BAGS	21	1		.25	\$5.00	Cost of Item	N/A
LEAP PADS	21	1		.25	\$5.00	Cost of Item	N/A
TRAVEL PACKETS	21	1		.25	\$5.00	\$1.00 per item /\$5.00 for nylon bag	N/A
BACK PACKS	21	1		.25	\$5.00	Cost of Item	N/A
SLIDE PROJECTOR	21	1		\$1.00	\$5.00	Cost of Item	N/A
KITS	21	1		.25	\$5.00	Cost of Item	N/A

**ILL (Inter-library Loan)**

	Loan Period (Days)	Renewals	Overdue Fine Per Day	Maximum Fines	Replacement Fees	Processing Fees
LINC LOANS	Follows Itasca Loan Policies	2	Follows Itasca Fine Policy	\$5.00	Replacement cost or List Price from Amazon	N/A
OUTSIDE LINC LOANS	Set by Lending Library	Renewals set by Lending Library	Follows Itasca Fine Policy	\$5.00	Set by Lending Library	Set by Lending Library

Board Approved Official Policy: 5/18/2010, 2/21/2012.