

# Itasca Community Library

## Circulation Policy

### Library Cards

#### A. RESIDENT CARDS

Individuals with their permanent residence within the service area of the Itasca Community Library (ICL) are eligible to receive library cards from the ICL. A library card will be issued after the resident has completed the application and presented a valid photo I.D. with a proof of current Itasca residence. Acceptable items to prove Itasca residence include the presented photo I.D. (if it displays a current Itasca address), a recent utility bill, or a piece of official mail.

A library card will be issued to a child (under 18 years) when a parent or legal guardian meets the above criteria and agrees to accept responsibility for all activity on that card.

Resident cards are valid for three years. Resident library cards are allowed reciprocal borrowing privileges at other libraries that provide reciprocal borrowing.

A valid photo I.D. and one acceptable identification item (if address on photo I.D is different) with current Itasca address is needed to renew an ICL card. Minors must have an adult parent or caregiver present in order to renew their card. Library cards with lost, missing or damaged items must be resolved before a new or renewed card will be issued.

#### B. 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 (23 Ill. Adm. Code 3030.10). 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. The property owner or renter will pay the same amount for their library card as if the property were within the ICL service area. Children residing in an unserved area and disabled veterans might be eligible for a non-resident card without fees. The Act also states, "A person residing outside of a public library service area must apply for a non-resident card at the public library located closest to the person's residence." The "closest public library" is defined as a participating public library that serves the high school district in which the non-resident resides or the library physically closest to a non-resident's primary address

Non-resident library cards are valid for one year from date of purchase and will have the same services as a resident card including reciprocal borrowing. This card is valid for all persons of the same family residing in the same residence.

- i. Payment for non-resident cards may be made in installments over the course of the year.

- ii. If there is a lapse in payment, library privileges for all persons of the family household will be blocked until payments for the term become current.

The library attempts to provide materials and offer services of use to community organizations, business firms, and governmental agencies operating within the Village of Itasca. The Board of Trustees reserves the authority to distribute library cards to non-taxpaying community members and organizations that will benefit from Library service.

**C. ITASCA PROPERTY OR BUSINESS OWNER CARDS**

An individual who owns property but does not reside within the service area of ICL is entitled to receive a library card, based on the provisions of Illinois State law (75 ILCS 16/30-55.60).

Nonresident taxpayers must present their most current property tax statement or copy of the commercial lease of that taxable property and fill out a property owner taxpayer application. Business library cards are available to all businesses located within the ICL service area. The business must fill out the Business Library Card contract before a card can be issued.

The business or property owner will be financially responsible for any late fees or damage/lost fees incurred on material checked out on the business library card. These card holders will have the same services as a resident card holder including reciprocal borrowing. Presentation of the appropriate tax/business documentation and required identification is required when renewing. Library cards must be renewed annually.

**D. TEMPORARY RESIDENCY CARDS**

A temporary resident, living at a hotel or residence within the service area of the ICL will be issued an library. A library card will be issued after the temporary resident has completed the application and presented proper identification. Proof of residency must be provided with a contract from the hotel or signed responsibility statement from host. Proof of local and permanent address will be required. Temporary resident cards are valid for one year and have the same services as a resident card including reciprocal borrowing.

**E. INSTITUTION CARDS - Governmental**

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, park district or other governmental body. A library card will be issued after the institution fills out the Agency or School Library Card contract. The library card will be kept at the library at all times. They will be charged the cost of items lost or damaged. All school cards will be supervised by the Youth Department. All institution cards will be renewed on an annual basis. The library card is the property of the ICL.

**F. DIGITAL LIBRARY CARDS**

Digital library cards are available to Itasca residents as well as businesses and non-residents located within the ICL service area. Digital cards provide access to the library's digital resources and research databases. Digital cards are valid for ninety days. Digital library card holders can visit the library, along with proof of residency (see acceptable options above), within the ninety days to receive a Library card. After ninety days, the digital card will become inactive.

**G. SYSTEM WIDE AUTOMATED NETWORK (SWAN) RECIPROCAL BORROWERS**

ICL is a member of the System Wide Automated Network (SWAN). Patrons from another SWAN library must present their library card for reciprocal borrowing provided that their privileges in their home library are not suspended for any reason.

**H. NON SWAN 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 rules and regulations of the ICL. Reciprocal Borrowers may not participate in interlibrary loan.

**LIBRARY CARD USE POLICIES**

The ICL library card issued to the card holder may not be used by anyone other than the individual to whom the card has been issued (the card is not transferable).

ICL cardholders must present their ICL library card when checking out items. If the cardholder does not have their 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. Minors under the age of 18 will be allowed to check out any item the library offers.

Reciprocal Borrowers must present their library card or a driver's license or other type of government photo I.D. when checking out 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 fees or damages incurred until the library has been notified of the loss.

Suspension of borrowing privileges will occur if the patron has:

- Items more than 21 days overdue
- Fees exceeding \$10

Violation of library policy  
Defacing of library property

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

## **LOAN PERIODS**

ICL sets loan periods and loan limits in order to allow fair and equitable distribution of resources to all patrons.

*The following items do not circulate:*

Ready Reference Materials  
Homework Shelf Textbooks  
Newspapers

### **A. ITEM RENEWAL POLICY**

Items that have holds placed on them cannot be renewed. All other items can be renewed twice except for special collection items. Items are renewed automatically and can also be renewed via phone, online, and in-person (with or without material).

### **B. EXTENDED LOAN POLICY**

Available upon request, the library will extend a loan period up to nine-weeks except for interlibrary loan items, items that have holds on them, new materials, non-SWAN ILL items, and special collection items.

### **C. ITEM RESERVE POLICY**

Reserves on special collection items can only be made by ICL cardholders. All items will be held for 7 days before they are put back into circulation.

### **D. ITEM LIMIT POLICY**

For most collections there are no limits on the number of items that may be checked out by a patron at one time, with the exception of Special collection items including but not limited to Go Pro cameras, Rokus, laptops, and hotspots.

### **E. ITEM LOAN PERIODS**

The tables below outline the loan periods, renewal policies, and limits for each type of library item. While every effort is made to keep these tables up-to-date, the library reserves the right to make changes without notice.

<b>COLLECTION</b>	<b>Loan Period (Days)</b>	<b>Renewals</b>	<b>Limits per Cardholder</b>
SPECIAL COLLECTION ITEMS (GOPRO, HOTSPOT, ETC.)	7	2	1 of each item type
VIDEO GAMES	21	2	5
ALL OTHER ITEMS	21	2	None
OUTSIDE SWAN ILL	Set by Lending Library	Set by Lending Library	Set by Lending Library

## **FEE POLICIES**

### **I. PAYMENTS**

Payments to the library for fees or services may be paid by cash, check, money order (written to ICL), or credit card.

#### **A. RECIPROCAL BORROWERS**

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

#### **B. INTER-LIBRARY LOAN (ILL) BORROWERS**

Items borrowed through ILL are subject to the fee policies of 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.

#### **C. HOME SERVICES, INSTITUTIONAL, AND BUSINESS PATRONS**

Home Services, Institutional, and Business patrons will be charged the cost of the item for any lost or damaged items. The business accepts responsibility for all transactions charged to their Card.

### **II. OVERDUE NOTICE POLICY**

Notices may be sent out as a courtesy to patrons to inform them of items that are overdue. Failure to receive a notice does not relieve the patron of responsibility for returning the items or paying the fees. Parents or legal guardians who sign for a minor card will have their borrowing privileges restricted if the minor has lost items on his/her library card.

### **III. 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 cost of the item. 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. The library does not accept replacement copies.

### **IV. LOST ITEM POLICY**

When an item that has been checked out is reported lost, the patron will be charged the cost of the item. The library does not charge a processing fee for Itasca items. No additional overdue fees are charged. The library does not accept replacement copies.

### **V. ILL (Inter-library Loan) ITASCA CARDHOLDERS ONLY**

The replacement and processing fees of non-SWAN ILL items are set by the lending library.

## **INTERLIBRARY LOAN (ILL) POLICIES**

Interlibrary Loan (ILL) is a partnership with other libraries outside of SWAN. Every attempt will be made to fulfill the requests of Itasca card holders using the ICL and SWAN collections however if those needs cannot be met, library staff will borrow materials from other libraries. This service is offered to all patrons holding a valid ICL card in good standing.

### **Request Submittals**

When placing a request, a patron will need to provide as much information as possible about the item to be requested, along with their name, phone number, and library card number. The interlibrary loan of an item will be limited to one request per patron for the same title every three months with as many renewal requests as the owning library allows. There is a limit of 5 ILL items per card at any given time. Requests from patrons and other libraries will be processed in a timely manner.

### **Book Club Borrowing**

ICL offers a special ILL service for local book clubs. ICL will request multiple copies of books in order to provide book clubs with the necessary number of books they need. All requests are handled through the Adult Services Department. Requests cannot be current bestsellers or new books.

### **Fees**

ICL does not charge its cardholders in Illinois a fee for materials available within Illinois. However, applicable fees may be charged for out-of-state materials borrowed or loaned. The library honors the lending library's conditions of loan and will communicate these conditions to the patron before requesting materials. Fees are charged for photocopies.

### **Notification**

When requested items arrive, the patron will be contacted. The patron will have 7 days to pick up the item. If the item is not picked up after 7 days, it will be sent back to the lending library.

**Renewals**

Renewals are at the sole discretion of the owning library and cannot be guaranteed. Three day notification for item renewal is required before any attempt to renew an item is made.

*The library complies with the Interlibrary Loan Guidelines set up by the Reaching Across Illinois Library System (RAILS) Resource Sharing Policy (2013), the ILLINET Interlibrary Loan Code for Illinois (2015), and the American Library Association Interlibrary Loan Code (2001).*

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