

## **Circulation Policy**

(Adopted February 2014; revised March 2015; revised June 2017)

### **Patron Benefits**

All legal residents of Stickney, Central Stickney, and Forest View are entitled to a Stickney-Forest View Public Library Card. Proof of residency must be presented at the time of application. Library privileges may be withheld from a patron having outstanding Library charges and/or in violation of any Library policies.

Possession of a Stickney-Forest View Public Library Card in good standing entitles the cardholder to use the facilities of and checkout materials from the Library under the limitations set forth herein by the Board of Trustees. It also entitles the cardholder to use and checkout materials from other SWAN member Libraries in accordance with those Libraries' policies.

### **SWAN**

The Library is a member of the System Wide Automated Network (SWAN). Benefits include a shared online public access catalog and the ability to transfer materials from one member of SWAN to another. The loan period and overdue charges are determined by the owning library. Any fees accrued shall be passed on to the patron's account. Lost or damaged Stickney-Forest View Public Library materials loaned through SWAN member libraries carry a service charge in addition to the item's replacement cost.

### **Applying for a Library Card**

Residents of the Stickney-Forest View Public Library District age 18 or older may obtain a library card by completing an application form and providing proof of legal residence. Residents age 17 and under are required to have a legal guardian sign responsibility for their account, and the same proof of residence is required of the individual signing for the card.

A picture ID and two proofs of residency in the Villages of Stickney, Forest View, or Central Stickney are required.

The picture ID cannot be expired. Valid picture IDs include:

- Driver's license
- State identification card
- School identification card
- Clinic identification card
- Passport
- USA permanent resident card

Proof of residency must have a name and current address of the applicant and includes:

- Voter's registration card
- Driver's license or State ID

- Tax bill or lease agreement
- Utility bill
- Other mailed or online bills from within the last 30 days

A P.O. Box address may be used as a secondary mailing address, but is not accepted as a proof of residency.

Library cards will be issued for a duration of three years. The card may be renewed for another three years in-person at the Library by presenting a valid picture ID and two proofs of residency. A valid picture ID with the patron's current address will suffice for both proof of identity and one proof of residency. In order to renew a card, there must be no outstanding charges or overdue items on the account. Library cards must be physically presented to staff for renewal. Lost, unexpired cards carry a \$5 replacement cost.

### **Educators**

Any educator working in a public or private school, preschool, homeschool, or daycare center located within the boundaries of the Library District whose primary purpose is to educate students may be issued a special borrower's card by presenting a photo ID and a current letter/email or other piece of information that identifies them as an educator. Educational institutions may determine or advise the Library on which employees are eligible for these cards. The library reserves the right to associate the teacher borrower's card with the individual's personal Library card. If the personal card is not in good standing, the teacher card will be blocked from usage. Educators are responsible for all lost and damaged items. Educators may check out items for educational purposes and classroom use only.

### **Reciprocal Borrower**

Any person with a valid card from a participating library in the Illinois reciprocal borrowing program may be granted reciprocal borrowing privileges upon completing an application and presenting their home library card and a current Photo ID. Reciprocal borrowing privileges are valid for one year, or until the expiration date on the reciprocal borrower's home library account, whichever comes first. Privileges will be denied if the patron's home library deems their card to not be in good standing. Museum passes, electronic equipment, and digital resources (e.g. e-books, databases, etc.) are not available to reciprocal borrowers.

### **Temporary Visitors and Residents in Transition**

Seasonal visitors or residents in transition residing within Library District boundaries will be eligible to obtain a temporary borrower's card upon providing a Photo ID or letter from a social service agency/temporary employer. Every ninety (90) days, the temporary visitor can bring in a piece of mail or other acceptable evidence of residency, or the Library will mail a post card to confirm residency which will need to be returned by the temporary visitor for an extension of library privileges. Museum passes, electronic equipment, and digital resources (e.g. e-books, databases, etc.) are not available for temporary visitors or residents in transition.

### **Property Owners**

Individuals who own property that is not their primary residence within the District boundaries may be issued a borrower's card annually by furnishing a valid Photo ID in addition to their property tax bill. The library reserves the right to link the property owner's library card with the individual's personal library card.

## **Responsibility**

Applicants agree to comply with all of the Library rules and regulations, to pay for loss or damage of Library materials, and to give immediate notice of change of address or loss of Library card.

Responsibility of the choice of materials borrowed and the use of computer equipment rests with the patron and not with the Library.

Applicants agree to present their card each time a Library transaction or loan is made. Cards are not transferable. In the event that a patron has forgotten to bring their card, Library staff may look up that patron's account after verifying the person's identity when presented with a valid picture ID.

## **Replacement of lost and/or damaged library cards**

There is a \$5 charge for lost cards. There is no charge for renewing and/or replacing an expired or soon-to-be expiring card. The Library may use the services of a collection agency to retrieve fines and overdue materials. Applicants are responsible for any accrued fines, charges, or replacement costs for overdue, damaged, or lost items, regardless of how the item is checked out. Replacement costs for items are based on the original cost of the item plus a processing fee. Exceptionally late items may not be returnable as the library may have already purchased a replacement copy. In such cases the Library can only accept the replacement cost, and the patron will keep the item.

## **Item Renewals**

Books, audiobooks, and music CDs may be available for renewal 3 days before their due date by contacting the Library or through the library's catalog. Items that may not be renewed include all other format types, those that are reserved for other patrons, electronic devices, and other specialty equipment. Out-of-network interlibrary loan material renewals are dependent on the owning library's policy.

The Library makes a great effort to remind patrons of overdue items that need to be returned, but it is ultimately the patron's responsibility to return items on time. In the event that the Library has been unable to reach a patron to give notification of an overdue item, patrons will still be held responsible for all fines accrued since the item's due date.

## **Damaged Materials**

Items damaged beyond normal wear and tear, including the purposeful or inadvertent defacing or destroying of Library material, is the responsibility of the patron. If the patron has lost or permanently damaged a DVD, Blu-Ray, videogame, or music CD, but still has the case, the patron is responsible for the entire amount of the item.

## **Items Returned Incomplete**

If a patron returns an item that is lacking one or more of its components, the patron is responsible for returning the missing component(s). The library will contact the patron. The item will not be removed from the patron's account (i.e. will not be checked-in) until the missing component(s) is/are returned. In the event the patron does not return the missing component(s), the item will be considered "lost" and the patron will be assessed the appropriate fees.

### **Claims Returned or Claims Never Had**

When a patron claims that an item owned by the Library and still checked out to him/her has been returned, or that he/she never borrowed the item, the patron may request that the Library mark the item as “Claims Returned” or “Claims Never Had” (both hereafter referred to as “Claimed.”).

The following policies will apply to this procedure:

1. Items Claimed will be searched for in the Library. If the item is found, it will be discharged from the user’s record and all fines will be waived.
2. The patron is encouraged to continue searching for the item.
  - a. If the item is found and returned to the library, the patron will be assessed any overdue fines that have accrued
3. If the item cannot be found, a Claim will be indicated on the patron’s account. Up to 3 items may be Claimed in the lifetime of an account. The number of Claimed items never resets. In the event of any additional Claims, the patron will be charged for the replacement copy and processing fees.

### **Fines and Overdue Items**

Fines shall be charged for each day an item is overdue with the exception of special outreach cards. Fines will not accrue on days that the library is closed.

A borrower account with overdue items may be blocked from use with privileges suspended until the item is returned and/or account charges are paid.

### **Youth Cards**

Youth cards shall be issued to children from birth through 17 years of age. The Library card application signer of any minor shall be held responsible for their choice of materials, failure to return Library materials, and for any damage caused by the minor to any Library material or property. When a minor receives a Library card, a parent or legal guardian shall sign a consent form indicating his or her knowledge of this policy. Thereafter, any overdue notices, or notices relating to damages to Library materials shall be directed to said parent or guardian who shall be responsible for the payment of any fines or replacement costs incurred.

The Library card application signer of any minor has the right to allow or deny the minor Internet and computer access as well as movie and video game check outs, as outlined in the Library card application. The Library shall thereafter be held harmless and not responsible for the choice of materials checked out of the Library by a minor.

In compliance with the Library’s Unattended Children Policy, children 8 and under who have been granted internet access by a parent or guardian must be accompanied and supervised while using the internet.

Youth must have a parent or guardian residing in the same household sign for them. Children temporarily residing within the district may have an adult member of their household sign for them, with the signer proving their residency. Temporary cards are valid for 90 days. By endorsing the application, the party signing for the card assumes full responsibility for all of the items checked out on the non-resident’s card.

**Account Linking**

Parents/guardians are responsible for activity on their children’s accounts. The Library reserves the right to link the accounts of parents and/or guardians to the accounts of their children under the age of 18.

**Charges & Payments**

Charges will be assessed to the patron for items returned past their due dates as well as items that are lost, damaged, or damaged beyond repair. The Library Board of Trustees reserves the right to charge for the use of Library equipment and facilities. There are charges for printing, photocopying, and sending a fax. These charges are posted at the printers and copy machine.

Checks will be accepted in payment of debts owed the Library in an amount not exceeding that owed to the Library. Writer is responsible for any fees from NSF checks.

**Borrowing Limits and fines**

The following table details the maximum number of each type of item a patron can have checked out at any one time, the loan period for items of that type, the number of times that type of item can be renewed (if there are no holds on the item), and the late fee for items of that type:

<i>Item type</i>	<i>Maximum number</i>	<i>Loan period</i>	<i>Renewals</i>	<i>Late fee</i>
Books and audiobooks	50	3 weeks	2	15 cents per day
DVDs/Blu-Rays	5	1 week	0	\$2 per day
Music CDs	20	3 weeks	1	15 cents per day
Video Games	2	1 week	0	\$2 per day
Magazines	50	1 week	0	15 cents per day
Laptops and tablets	1	In-Library Use	0	N/A
e-Books	5	1-3 weeks	0	N/A
Mobile Hotspots	1	1 week	0	\$5 per day

Patrons are allowed to have a maximum of 50 items checked out at any one time. The maximum number of holds allowed by a patron at any one time is 75. Accrued fines of \$5 or more will block the account from any further use until those fines have been paid down to below \$5. Borrowing limits will be set lower for reciprocal users if requested by their home Library.

**Charges for Other Services**

The following table details additional services provided by the Library, along with any corresponding fees:

Printing and Photocopying – Black & White	10 cents per page
Printing and Photocopying – Color	50 cents per page
Fax	\$1 per page
Replacement Card	\$5
Scanning	Free

Notary Services	Free
Meeting Rooms	Free

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**Related**

- SFVPLD Interlibrary Loan Policy
- SFVPLD Laptop Lending Policy
- SFVPLD Photocopy Fax Scan Policy
- SFVPLD Relationship with Schools Policy
- SFVPLD WiFi Hotspot Policy