

CIRCULATION POLICY

(Adopted by the Stickney-Forest View Board of Trustees February 26, 2014; revised March 25, 2015)

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.

InterLibrary loans are transactions in which the Library materials are available from one Library to another upon request. InterLibrary loan services will be provided to those holding a SWAN-member Library card or Reciprocal Borrowing Card.

Materials available for InterLibrary lending will be all printed materials and audiovisual materials (with the exception of reference collection, staff collections, and electronic equipment). Materials available for InterLibrary borrowing will be dictated by the lending library's policies.

The loan period and overdue charges are determined by the loaning Library.

Any fees for InterLibrary loans made to the Stickney-Forest View Public Library District shall be passed on to the patron.

Lost or damaged Stickney-Forest View Public Library District materials loaned through InterLibrary loan shall be the cost of the item plus any service charges. Fees will be charged to the borrowing Library in accordance with SWAN policies and procedures.

Cards

Stickney-Forest View Public Library District Library cards will be issued to residents 18 or over able to provide proof of legal residence. Residents under 18 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 card.

A picture ID and two proofs of residency in the Villages of Stickney, Forest View or Central Stickney are required when applying for a Library card (See Appendix).

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:

- Tax bill or lease agreement
- Bank statements or credit card bills
- Utility bill
- Insurance bill
- Cable or satellite bill
- Driver's license or State ID

Library cards will be issued for durations of three years. The card may be renewed for another three years in person at the Library by presenting a valid picture ID and one proof of residency. A valid picture ID with the patron's current address will suffice for both for proof of both identity and residency. In order to renew a card, there must be no outstanding charges or overdue items on the account.

In exceptional circumstances, special needs cards may be issued for up to one year to a specific party who will be held responsible.

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.

There is a \$5 charge for lost cards. This does not include receiving a replacement card upon renewing an expired or soon-to-expire library 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.

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.

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 and said parent or guardian shall be responsible for the payment of any fines or replacement costs incurred. The Library District shall thereafter also be held harmless and not responsible for the choice of materials checked out of the Library by a minor. The Library card application signer of any minor has the right to deny the minor Internet and computer access as well as movie and video game check outs, as outlined in the Library card application:

Computer access for children under the age of 12 will be enabled if the parent or guardian initials and acknowledges the unrestricted access to Internet and computer usage on the application form. Additionally, 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.

For patrons under the age of 18, a parent or guardian will choose whether or not to initial and acknowledge that the Library will not restrict the minor from borrowing movies or video games of any rating (including R-rated movies and M-rated video games).

Youth must have a parent or guardian residing in the same household sign for them. Other applicants unable to prove residency may have an adult member of their household sign for them, with the signer proving their residency. By proving residency and 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.

At the patron's request, two or more accounts can be linked. This entitles the cardholder to check materials out on, pick up holds for, and pay fines for any of the accounts linked to their own.

Charges

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	5	1 week	0	\$2 per day
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	3 days	0	\$15 per day
eReaders	1	3 weeks	0	\$5 per day
eBooks	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 in excess of \$5 will block the account from any further use until those fines have been paid down to \$5 or below. Borrowing limits will be set lower for reciprocal users if requested by their home Library.

Charges for Other Services

Printing and Photocopying – Black & White	10 cents per page
Printing and Phtocopying – Color	50 cents per page
Scanning	10 cents per page
Fax	\$1 per page
Notary Services	Free
Meeting Rooms	Free