



**Stickney-Forest View**  
Public Library District

*"A Welcoming Place Offering A Sense of Community"*

6800 West 43<sup>rd</sup> Street  
Stickney, IL 60402  
Phone: 708.749.1050  
Fax: 708.748.3828

## **CIRCULATION POLICY**

(Adopted by the Stickney-Forest View Board of Trustees February 26, 2014; revised March 25, 2015; revised; February 24, 2016; revised July 26, 2023)

### **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.

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

Stickney-Forest View Public Library District Library cards will be issued to residents 18 and over who are able to provide proof of legal residence. Residents under 18 are required to have a parent or legal guardian sign responsibility for their account and the same proof of residence is required of the individual signing for a card.

### **Required when applying for a Library card**

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
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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 **mailed within the last 30 days**
- Utility bill
- Insurance bill
- Cable or satellite bill
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Library cards will be issued for duration of five years. The card may be renewed for another five 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 proof of identity and residency. In order to renew a card, there must be no outstanding charges.

### **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 borrowers card by presenting a photo ID and any ID indicating that they are an



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educator. Educational institutions may determine or advise the Library on which employees are eligible for these cards. Educational institutions are responsible for all lost or damaged items. Educators may check out items for educational purposes and classroom use only. 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 ID.

### **Interlibrary Loan**

If an item is not available at Stickney-Forest View Public Library, or through another SWAN Library, staff may request it on the SFV patron's behalf through OCLC WorldCat. In this case, renewals are subject to the owning library's approval, and require at least two days' notice before the due date. Due to the longer-term needs of students, textbooks are excluded from OCLC WorldCat loans. OCLC WorldCat loans are available to request on behalf of SFV patrons only.

### **Reciprocal Borrowers**

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 current photo ID. Reciprocal borrowing privileges are valid for one year or until the expiration date of the reciprocal borrower's home library account; whichever comes first. Privileges will be denied if the patron's library deems their card not to be in good standing. Museum passes, electronic equipment, digital resources (e.g. eBooks, databases, etc.) are not available to reciprocal borrowers.

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

Seasonal visitors or residents in transition residing within the Library District 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 90 days the temporary visitor can bring in a piece of mail or other acceptable evidence of residency. Museum passes, electronic equipment, and digital resources (e.g. eBooks, databases, etc.) are not available for temporary visitors or residents in transition.

### **Business and Property Owners**

Individuals who own businesses and 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.

### **Responsibility**

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



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Responsibility of the choice of materials borrowed and 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. Beyond initial registration, card renewals, and agreements to borrow special items, cards are not verified with photo ID.

### **Replacement of lost and/or Damaged Library Cards**

There is no charge for renewing, and/or replacing a library card. Applicants are responsible for damaged, lost, or long overdue (billed) items regardless of where the item is checked out. Replacement costs for items are based on the original cost of the item. The Library may use the services of a collection agency to retrieve money for items never returned by patrons.

### **Item Renewals**

All items have a check out of (3) weeks. Most items also are eligible for automatic renewal if there are no holds on that item. Auto renewals will renew for another three weeks. Patrons will be notified when the item is renewed or if the item needs to be returned to the Library. Exceptions to auto renewal are set by the Library and often times include "tech items" e.g. Hot Spots, Roku etc.

The Library will not be held responsible for non-receipt of a renewal notification.

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 responsible for items being returned.

### **Overdue Items**

When you borrow an item at Stickney-Forest View Public Library and return it late, you will not be charged a fee. However, it is important to note:

- When an item becomes 14 days overdue, your account will be blocked until the late item is returned
- If an item is 42 days overdue the item will be counted as "lost" and you will be billed for the cost of the item until you return it. **NOTE:** The item must be a Stickney-Forest View Public Library item to be returned late at no cost. We cannot guarantee other Libraries (ILL) will not charge fines on your overdue item.
- If you damage or lose an item, you will be held responsible for paying the replacement cost of the item.
- If you have unpaid lost or damaged charges or any other charges, your card will be blocked and you will have to pay down your balance to under \$5.00 to use and re-instate your card.
- If you checkout materials at another library that does charge fines, you can still accrue overdue fines at that library.
- Materials on loan from another library but checked out at Stickney-Forest View Public Library will not accrue overdue fines and are subject to our Library's circulation rules.

### **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 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 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 signs 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 sign 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. Charges will be assessed to the patron for items returned past their due dates as well as items that are damaged or lost.

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):

<i>Item type</i>	<i>Maximum number</i>	<i>Loan period</i>	<i>Renewals</i>
Books and audiobooks	50	3 weeks	2
DVDs	10	3 weeks	2
Blu-Rays	10	3 weeks	2
Music CDs	20	3 weeks	2
Video Games	2	3 weeks	2
Magazines	50	3 weeks	2
Laptops	For in-house use	Daily	
eReaders	1	3 weeks	0
eBooks	5	3 weeks	0



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Mobile Hotspots	1	3 weeks	0
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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. Borrowing limits will be set lower for reciprocal users if requested by their home Library.

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.

**Charges for Other Services**

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

**Damaged Materials**

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