

# Circulation Policy:including Inter Library Loan

## THE BOARD OF LIBRARY TRUSTEES OF THE RIVER EAST PUBLIC LIBRARY DISTRICT MCHENRY COUNTY, ILLINOIS

### I. PHILOSOPHY

The River East Public Library's mission is to provide its community with open access to the world of information and ideas, encouraging lifelong learning and personal growth in a welcoming environment. Our circulation policies aim to facilitate the mission by outlining guidelines for patron registration and use of library collections.

### II. REGISTRATION

Patrons assume full responsibility for the return, damage, fees, or fines for materials loaned under this policy and hold the River East Public Library harmless of any materials.

1. RESIDENTS AND PROPERTY OWNERS OF River East Library District are taxed for library service on their real estate tax bills. A River East Library Card can be obtained upon display of a valid government-issued photo identification card and proof of current address within incorporated the Library's District. River East resident and property owner library cards expire after two years and must be renewed with presentation of identification and proof of current address.

Children between the ages of 6 and 17 must be accompanied by their parent/legal guardian who shall provide proof of residency and sign the application. The parent/legal guardian will be responsible for any material checked out on the child's card.

C. *BUSINESS OR COMMERCIAL PROPERTY OWNERS OF RIVER EAST LIBRARY DISTRICT* are taxed for library service on their real estate tax bills, and are therefore eligible for a library card.. A River East Public Library Card can be obtained by a business upon proof of business ownership or commercial rental (i.e. the most current tax bill, a rental or lease agreement, professional license, etc.). Only one card will

be issued per business. The business is responsible for any fines and fees associated with, or damage done to Library materials checked out with its card. A business card will be issued for two years.

D. *RECIPROCAL BORROWERS*. The Library extends reciprocal services to persons with a valid current library card from another town in Illinois. A current library card in good standing and a valid identification with the person's current address must be presented to obtain reciprocal borrowing privileges. The Library reserves the right to limit services.

E. *PATRON ACCOUNT PURGE*. The River East Public Library purges inactive patron accounts that have expired and have been inactive for two years

### **III. JUVENILE VIDEO and VIDEO GAME POLICY**

All Juvenile patrons (under 18 years of age), may borrow Videos upon creation of their account within the Library database.

The child's parent(s) or legal guardian may opt out of this permission with a signed release form. This release form must be signed by the parent or legal guardian in person, in the Library, with identity verification. When signed, the form prevents juvenile users from borrowing ANY Library Video and Video Game materials, regardless of rating. This will not restrict on-line videos through virtual library services.

Parents and legal guardians assume full responsibility for the return, damage, fees, or fines for materials loaned under this policy.

### **IV. LOAN PERIODS and LIMITS**

All loan periods, fees, and fines apply equally to River East Public Library card holders and to Reciprocal Borrowers.

#### **STANDARD LOANS**

A. *DVD and Blu ray 3-day Loan* Limit of three per household. Reciprocal Borrowers are limited to one NEW DVD per check out.

C. *Books, audio, magazines, comic books and kits 14- day Loan*

All items (with the exception of New Videos and books) may be renewed twice if not on reserve. Overdue items may NOT be renewed.

### **VI. RESERVES/HOLDS**

A. *Reserves/holds may be placed in person at any service desk or by telephone, with a valid library card*. Reserves/holds may be placed on any item except DVD. Items will be held for three days from the

time the items becomes available. Holds can only be checked out to the account of the person who has that requested the item. There are no holds or reserves for any DVD.

## VII. FINES AND FEES

### A. OVERDUE FINES FOR RIVER EAST PUBLIC LIBRARY MATERIALS

*\$0.10 per Day Late Fee (Maximum fine per item – \$10.00)*

- Books
- Audio books on CD
- Magazines

*\$1.00 per Day Late Fee (Maximum fine per item – \$10.00)*

- Videos
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- River East Public Library reserves the right to restrict borrowing privileges if fines accumulate in excess of \$10.00 per patron.

The Library does not charge for the use of any materials for any borrowers. See Interlibrary Loan section for fees charged by other libraries for items obtained for River East library cardholders.

### B. LOST ITEMS

A borrower has up to 60 days to search for misplaced items before being required to pay replacement costs. Fees may be paid before the end of the three-month period; however no refunds will be granted for found items. The Library does not accept donations of like items in lieu of payment. All damaged and withdrawn materials remain the property of the library. Borrowing privileges are suspended until material is found or paid for.

### C. PROCESSING FEES FOR LOST OR DAMAGED MATERIALS:

Patrons will be charged for lost item. In addition, a processing fee will be charged for library staff time spent ordering and processing the replaced item.

*Representative Replacement Fees for Damaged or Lost River East Public Library Materials:*

- Processing fees for all items declared lost                   \$4.00
- Actual cost of item

## VIII. GUIDELINES FOR DETERMINING DAMAGE

The River East Public Library understands that books and media experience normal wear and tear as they are used. The Library balances normal wear and tear against damages that might make the public reluctant to use the material. Usability is one consideration; appearance is another.

These guidelines cover any material that the library checks out to the public.

Fees for damaged materials will be charged when the condition of an item makes it unsuitable to be returned to the collection.

*A. NORMAL WEAR AND TEAR OR MINOR DAMAGE* is to be expected as items circulate. This includes:

- Frayed edges
- Tears on spine channel
- Torn plastic covers
- Occasional torn page

*B. EXAMPLES OF MAJOR DAMAGE* that requires withdrawal of materials:

- Animal teeth or claw marks
- Liquid damage
- Pages stuck together
- Extensive marking/comments
- Pages marked/burned/missing
- Swollen/mildewed/odoriferous

## **X. Interlibrary Loan (ILL)**

### *BORROWING FROM OUTSIDE LIBRARIES*

#### *A. GENERAL RULES*

The Library provides Interlibrary Loan service to River East Public Library cardholders when materials cannot be obtained from the Library collection.

Materials requested through ILL may take 1-3 weeks from the time the request was submitted to the date it arrives at the Library. Items in high demand and those requested from outside of Illinois may take longer.

Many University libraries and libraries outside of Illinois charge a lending fee. Every effort will be made to obtain requested items at no cost. In the event an item cannot be obtained for free, the patron will be notified of the option to pay the lending fee.

All ILL items borrowed through the River East Public Library must be returned to the River East Public Library.

- The Library will only request materials that are at least six months old.

- The Library will only request materials within the 48 contiguous states.
- The Library will not request video games, Blu-ray discs, periodicals, reference materials, or computer software.
- The Library will not request multiple copies of the same title for the same person.
- DVDs and CDs will be requested from Illinois Public libraries only.
- A limit of three items can be in process and checked out per patron at any given time.

## B. *RENEWALS*

All renewals are dependent on the lending library's approval and cannot be guaranteed. You may request a renewal five days before the item's due date by contacting ILL staff at (815) 385- pending.

The lending library will determine fees for any lost or damaged item. Any fees charged to the Deerfield Public Library by the lending library are passed on to the requesting patron.

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