

Library Policies and Procedures

Registration

Everyone who lives in Lake Bluff may have a card. People who live in incorporated areas pay no fee; those in unincorporated areas pay a fee based on property values and state formulas. Ask us!

To receive a borrower's card, adult (18+) residents of Lake Bluff should present an Illinois Driver's License or an Illinois State Identification Card with a currently valid Lake Bluff address. If this identification is not available, two specified forms of identification will be required to obtain a library card.

- The staff has answers about cardholder options for children (over age 5) and residents of other communities with valid library cards (reciprocal borrowing).
- Replacement cards are \$2 each.

Fines and Fees

- All overdue materials must be returned and fines paid before you can take out new materials.
- Fines accrue per day (except for those holidays when the library is closed.)
- Fines are 10 cents per day per item for books, magazines, and audio books.
- Fines are \$1.00 per day for Interlibrary Loans, and per case for videos and DVDs.
- Overdue fines are the same for all ages.
- The staff will provide you with maximum costs for fines by type of item.
- Lost or damaged materials must be paid for at replacement cost.
- Each adult is responsible for materials charged to his or her card.
- Parents or legal guardians are responsible for replacement of lost materials charged to their children's cards.

Access to materials and information

- All materials and basic services are available to **all users**, in keeping with the policies of the library and the American Library Association. The library supports the *Intellectual Freedom Act* and the *Library Bill of Rights*.
- In compliance with Illinois laws, records of patron transactions and the identity of library users are confidential. The library does not give out information about patron transactions or library users to any party except in compliance with the law.
- A patron must present the library card or card barcode number (and identification) before any information will be given out about items checked out, overdue, fine information, and reserve information.
- **People without cards may use in-library services.**

Library Behavior

- Visitors are asked to respect the rights of other users of the library and to cooperate with library staff in maintaining a safe, comfortable and reasonably quiet environment.
- Failure to adhere to behavior rules as posted may result in being asked to leave and/or suspension with opportunity for due process, per policy.
- Caregivers are responsible for supervising the behavior of their children under the age of 8.

Computer Use

- Designated computers are available to all without sign-up or reservation. Other computers may be used by signing in at the circulation desk. These computers may be reserved by telephone or in person for any given hour in a day.
- You do not need a library card to use the computers.
- Computers are available from 15 minutes after opening until 15 minutes before closing.
- No modifications may be made to any hardware or software.
- Misuse of the equipment or related services will result in immediate revocation of the computer use privileges, and possible suspension of library privileges.
- Illegal activities or activities that interfere with or disrupt the equipment, network, users, or services are prohibited.
- More computer procedures are available from staff at the circulation desk.