

## **Circulation Policies**

### **CIR-1: Library Card Application and Registration**

Applicants who wish to apply for borrowing privileges at the Lake Bluff Public Library must meet all of the requirements listed in the following sections.

#### **CIR-1.1: Identification**

Applicants must present a valid photo ID and current proof of address in order to register for borrowing privileges. A valid Illinois Driver's License or an Illinois State Identification Card may serve as both a photo ID and proof of address if it lists the applicant's current residence. If this identification is not available, applicants must present two forms of identification.

Minor applicants under the age of 18 may present their own photo identification and current proof of address; if this identification is not available, a parent or legal guardian may present their own photo identification and proof of address on behalf of the minor applicant.

#### **Acceptable photo identification includes:**

- Driver's License issued by any US State
- State Identification Card issued by any US State
- Student or Faculty Identification Card
- Passport
- Illinois Public Aid Identification Card
- Military Identification Card
- Photo Identification cards issued by state or federal agencies

#### **Acceptable proof of address includes:**

- Illinois Driver's License
- Illinois State Identification Card
- Instructional Driver's permit
- Current lease or housing agreement
- Utility bill (telephone, gas, water, electric, or cable) dated within the last 60 days
- Credit card or bank statement dated within the last 60 days
- A property tax bill for the most recent tax year
- A pay stub or check dated within the last 60 days

#### **CIR-1.2: Library Card Application**

Applicants must fill out a library card application at the time of registration. The card application will consist of basic identification and contact information. The Lake Bluff Library adheres to the Library Records Confidentiality Act in the handling of patron information. Birthdates and a parent signature are required for applicants under the age of 18. A copy of the completed card application will be kept on file at the library. At a minimum, card applications will be retained for as long as the applicant holds borrowing privileges at the library.

Card applications are valid as long as the patron remains in the same library district. If a patron moves to a different library district, he or she will need to fill out a new library card application. Juvenile applicants must fill out and sign their own application after they turn 18.

**CIR-1.3: Patron Account Purge**

The Lake Bluff Public Library purges patron accounts that have been inactive and expired for two years. Expired accounts with fines and fees of \$10.00 or more will be retained for six years. This purge will happen on an annual basis.

**CIR-2: Resident Library Cards**

Resident Library Cards are issued to residents of incorporated Lake Bluff for a three year period.

**CIR-2.1: Applicants Who Own Lake Bluff Property, But Do Not Live in Lake Bluff**

Resident Library Cards may be issued to individuals who own Lake Bluff property and pay Lake Bluff Village property taxes, but do not reside within Village limits. Eligible applicants must own taxable Lake Bluff property, either as an individual, partner, principal stockholder, or other joint owner. In addition to the requirements listed in CIR-1, applicants must also present their most recent property tax bill for their taxable Lake Bluff property.

By law, only one such card will be issued for each parcel of property. Such cards will be valid for a three year period.

**CIR-3: Non-Resident Library Cards**

Non-Resident Library Cards may be purchased by residents of unincorporated Lake Bluff properties that do not pay property taxes to specifically fund any local library. The cost of library service for residents outside the boundaries of incorporated Lake Bluff is determined by the taxable valuation of the property multiplied by the current tax rate for library service for Lake Bluff taxpayers. Non-Resident fees are charged on an annual basis and provide library cards for the entire household. When necessary, the Library Board of Trustees may make adjustments to that formula within the extent allowed by law.

By law non-Resident Cards are valid for one year from the date of payment. Non-Resident cardholders are entitled to the same privileges and access as Resident cardholders.

**CIR-3.1: Applicants Who Own Unincorporated Lake Bluff Property, But Do Not Live in Lake Bluff**

Individuals who own eligible unincorporated Lake Bluff properties but do not reside in Lake Bluff may purchase a Non-Resident card. Applicants must meet the requirements listed in CIR-1 and CIR-2.1. By law only one such card will be issued for each parcel of property and will be valid for one year.

**CIR-4: Reciprocal Library Cards**

The Library will register any currently valid library card issued by an Illinois Public Library participating in the reciprocal borrowing program. In addition to requirements outlined in CIR-1, reciprocal card applicants must also present their valid library card in order to register. As part of the registration process, library staff will contact the applicant's home library to verify account standing and the card expiration date. The library will honor the card expiration date set by the cardholder's home library. Cards that do not have an expiration date assigned by the home library will be valid for a three year period at Lake Bluff Public Library.

**CIR-5: Juvenile Cards (all types)**

Juvenile card types are assigned to cardholders under the age of 18. There is no minimum age requirement for Juvenile card types. Juvenile card applicants of all types must have the signature of a parent or legal guardian in order to apply for borrowing privileges. Parents or legal guardians of Juvenile cardholders are

responsible for all fines, fees, and items associated with a Juvenile account. When a cardholder turns 18, they are no longer eligible for Juvenile status and must fill out and sign a new library card application as an Adult cardholder.

## **CIR-6: Educator, Business/Institutional, and Intergovernmental Agreement Cards**

### **CIR-6.1: Educator Cards**

Educator Cards may be issued to teachers or teacher's assistants who are residents of Lake Bluff, teach in Lake Bluff classrooms, or teach in a public school district that serves Lake Bluff. Educator Cards are issued through an agreement between the library and the school.

Schools that wish to provide Educator Cards for their teachers must provide the library with the following:

- A letter on school letterhead stating that the school accepts financial responsibility for fines, fees, and replacement costs accumulated by Educator Cards;
- A list of individuals who are authorized to have Educator Card privileges.

The following restrictions apply to Educator Cards:

- Educator Cards may only be used to access items intended for use in the classroom or items related to professional development.
- Educator Cards may not be used to check out personal items.
- Misuse of an Educator Card may result in consequences up to and including loss of card privileges.
- Educator Cards are valid at the Lake Bluff Library only and may not be registered at other libraries for reciprocal privileges.

Educator Cards have loan periods of 6 weeks and do not accrue overdue fines. Educator Cards are valid for one year from the start of the current school year.

### **CIR-6.2: Business/Institutional Cards**

Business or Institutional Cards may be extended to businesses or institutions located in Lake Bluff. Businesses or institutions that wish to obtain a business/institutional card must provide the library with the following:

- A letter on the organization's letterhead stating that the organization accepts financial responsibility for fines, fees, and items associated with the account.
- A list of individuals in the organization who are authorized to use the card.

Such cards will be valid for one year and may only be used at the Lake Bluff Library.

### **CIR-6.3: Intergovernmental Agreement Cards**

The Lake Bluff Public Library reserves the right to enter into contractual agreements with other governmental bodies in which library services are provided in exchange for fair compensation. Such agreements will clearly state what services are provided, what restrictions (if any) apply, and who is eligible to receive these services. Where the agreement does not provide specific instruction, the Library will provide policies and procedures in a consistent and fair manner using

existing policy and procedure as a guide. The client organization will be consulted as appropriate for the resolution of any such gaps.

#### **CIR-7: Renewal of Library Cards**

All cardholders must present photo identification and a current proof of address in order to renew their library card (see CIR-1.1) and provide verbal confirmation of their phone number and/or email address. The library will verify the standing of reciprocal borrowers with the home library; reciprocal borrowers must have no account restrictions at their home library in order to renew their privileges at Lake Bluff Library.

#### **CIR-8: Patron's Change of Address**

All registered borrowers are required to notify the Library of any change of address. If the Library learns that the address on file is no longer accurate, the patron's Library Card will be blocked until new address information is provided. If the address changes the status of the borrower, he or she will need to re-register.

#### **CIR-9: Ownership of Library Cards**

All cards issued by the Library remain the property of the Library and may be repossessed by the Library for the violation of Library policy.

#### **CIR-10: Appeals**

Anyone who believes that he or she has been unfairly denied a Library card may appeal to the Library Board of Trustees. Notice of an appeal should be made in writing to the Library Director, who will inform the appellant of the date of the meeting at which the appeal will be heard.

#### **CIR-11: Loan Periods**

Standard loan periods for physical materials are as follows:

**1 week:** Trending Titles, Magazines, DVDs/Blu-Rays, Video Games

**2 weeks:** TV series, new books

**3 weeks:** books (not new), audiobooks, CDs, book bags

Loan periods for Interlibrary Loan materials are determined by the lending library. Loan periods for digital items are determined by the software license or other agreements with the vendor.

#### **CIR-12: Renewals**

Each title may be renewed up to 3 times provided that no one is on hold for the item. Renewals will happen automatically, unless there is a hold on the item or a block on the patron's account. Patrons who exhaust the renewal limit are encouraged to return the item to the Library shelves for a period of 24 hours before checking the item out again.

#### **CIR-13: Overdue Materials**

Materials are considered overdue when:

They have not been returned by opening on the day after the item due date or;

They have not been renewed by 11:59pm on the item due date.

Patrons are expected to pay overdue fines as detailed in the Fines and Fees section of this policy.

#### **CIR-14: Lost/Claims Returned Materials**

Library materials are considered lost when they are five weeks (35 calendar days) overdue from the due date. Patrons are expected to pay for lost items as detailed in the Fines and Fees section of this policy.

Patrons are encouraged to contact the library if they believe that they returned an item that is still associated with their account. Library staff will conduct shelf checks for these items.

### **CIR-15: Damaged Materials**

The Library does not charge for normal wear and tear on any item. If an item is damaged—either intentionally or accidentally—to the extent that further circulation is impossible, the patron will be responsible for the replacement cost of the item. The Library may charge a repair fee for items with reparable damage.

In addition to paying for the replacement cost of the item, patrons who intentionally deface, destroy, or otherwise damage library materials will have their library privileges suspended. The term of the suspension will be at the discretion of the Library Director or designee.

### **CIR-16: Specific Fines and Fees**

Cardholders are responsible for all materials, fines, and fees associated with their account. In the case of cardholders under the age of 18, parents or legal guardians are responsible for materials, fines, and fees associated with the account. The Library may make use of a collection service or other appropriate legal remedies to obtain the return of or payment for lost, overdue, claims returned, or damaged Library materials.

A specific schedule of fines and fees is included in the following sections.

#### **CIR-16.1: Overdue Materials**

Books - \$0.10 per day, not to exceed the cost of the item or \$20.00 if the cost of the item is not available.

Periodicals: \$0.10 per day, not to exceed the cost of the item or \$3.00 if the cost of the item is not available.

Music CDs: \$0.10 per day, not to exceed the cost of the item or \$20.00 if the cost of the item is not available.

Audiobooks: \$0.10 per day, not to exceed the cost of the item or \$50.00 if the cost of the item is not available.

DVDs/Blu-rays: \$1.00 per day, not to exceed the cost of the item or \$20.00 if the cost of the item is not available.

Video Games: \$1.00 per day, not to exceed the cost of the item or \$50.00 if the cost of the item is not available.

Interlibrary Loans: \$1.00 per day, not to exceed \$25.00.

#### **CIR-16.2: Replacement Fees**

Replacement fees are charged to patrons who lose or irreparably damage library materials. Replacement fees will cover the full dollar amount of what the Library will need to pay to replace the item, as well as a nonrefundable \$5.00 processing fee. The Library reserves the right to select

all replacement items, as well as the vendors from which replacement items are purchased. In the event that the Library opts to not replace an item, the processing fee will be waived and the patron will be responsible for the replacement cost only.

**CIR-16.3: Repair Fees**

The Library may charge repair fees for reparable damage that does not result from normal wear and tear:

- Torn pages: \$0.50 per page
- Book cover replacement: \$3.00
- 1 and 2 disc media cases: \$3.00
- 3+ disc media cases: \$5.00

Other fees may be assessed based on the extent and nature of the damage, the supplies needed, and the staff time required.

**CIR-16.4: Interlibrary Loan Items**

Replacement and repair fees for Interlibrary Loan items are determined by the lending library.

**CIR-16.5: Copying & Printing**

Black and white copies/printouts: \$0.10/copy

Color copies/printouts: \$0.30/copy

**CIR-16.6: Faxing**

First 5 pages: \$1.00/page

After 5 pages: \$0.25/page

**CIR-16.7: Replacement Cards**

Replacement Library Cards cost \$2.00 per card.

**CIR-16.8: Miscellaneous Fees**

Flash drives: \$5.50

Headphones: \$2.00

**CIR-17: Account Blocks (based on unpaid fines/fees)**

Patrons are not permitted to check out Library materials when they owe fines and/or fees that total of \$10.00 or more. If a patron has overdue books or fines at another library, the Library will deny borrowing privileges until the materials are returned or the debt is paid.

**CIR-18: Payment by Credit Card**

Patrons shall be permitted to pay any amount owed to the library (within the capabilities of the integrated library system) via a secure online credit card transaction.