



CIRCULATION POLICY

A. ISSUING LIBRARY CARDS:

- 1) **Resident borrower:** Any adult resident of Lemont Public Library District (the “Library”) may obtain a borrower's card by completing an application card and furnishing proof of current residency and a photo ID. Individuals under eighteen (18) years of age must have a parent or legal guardian, with a valid Lemont Library card, sign the application. A resident card is subject to address verification every three (3) years.
- 2) **Non-Resident borrower:** Any Illinois resident residing in an area without public library service may purchase a non-resident library card. This card must be purchased from the public library closest to the resident’s home. The non-resident will be issued a non-resident library card upon completion of an application card and payment of the non-resident fee set annually by the Board of Trustees. All members of a non-resident's household are entitled to individual borrower's cards upon completion of an application form. Individuals under eighteen (18) years of age must have a parent or legal guardian sign the application. A non-resident card is valid for one (1) year from date of issue, in accordance with Public Act 92-0166.
- 3) **Community Agency/Business borrower:** Community agencies and businesses located within the boundaries of the Library District may obtain a card in the name of the agency/business if the application is completed by an officer of the agency/business. This card shall be for use at Lemont Public Library only and shall be valid for one (1) year from the month of issue.
- 4) **Reciprocal Borrower:** Any person holding a valid borrower's card from a public library participating in the Illinois Reciprocal Borrowing Program may be granted reciprocal borrowing privileges upon completion of an application card. A reciprocal borrower may only borrow items owned by Pinnacle Library Cooperative libraries.

B. LENDING POLICIES:

- 1) All borrowers must present their own library card to check out materials. An ID will be accepted if the patron’s picture has been added to the borrower’s library account.
- 2) Hold materials must be picked up by the borrower requesting the item(s), or by a family member/caretaker presenting the requesting borrower’s card.
- 3) A parent or guardian who is legally responsible for a cardholder under age 18 may check out hold materials in the child’s name upon presenting their own library card and a valid ID.
- 4) Library materials will be loaned according to the following schedule:

| MATERIAL TYPE | LOAN PERIOD | RENEWABLE | LIMIT (Pinnacle) | LIMIT (Reciprocal) |
|------------------------|-----------------------|--------------------------------|-------------------------|---------------------------|
| Books & Magazines | 3 weeks | Yes | 250 | 25 |
| Books on CD | 3 weeks | Yes | 25 | 5 |
| Music CDs | 3 weeks | Yes | 7 | 5 |
| DVD & BluRay Discs | 1 week | Yes | 7 | 3 |
| eReader Devices & Roku | 2 weeks | No | 1 | Not Permitted |
| Science Kits | 2 weeks | No | 1 | Not Permitted |
| Interlibrary Loan | Set by Owning Library | At Owning Library's Discretion | 10 | Not Permitted |
| Hold Requests | | | 50 | 20 |
| Items Checked Out | | | 300 | 30 |

- 5) Reference items and newspapers do not circulate and cannot be reserved.
- 6) Lending policies for interlibrary loan items, including loan period and renewals, are set by the loaning library. Materials borrowed from other libraries and kept overdue may be subject to additional fines per the policy of the loaning library.
- 7) Renewals are permitted subject to the following guidelines:
 - a) Items that have a hold on them may not be renewed.
 - b) 3 week items may be renewed two times (maximum checkout 9 weeks).
 - c) 1 week items may be renewed one time (maximum checkout 2 weeks).
- 8) A maximum of five (5) items on the same subject may be checked out at one time.
- 9) eReader devices circulate to adult and teen Lemont Library cardholders only.
- 10) Roku devices and Science Kits circulate to adult cardholders only.
- 11) A \$5.00 fee will be assessed for any eReader, Science Kit or Roku device returned in the drop box.

C. OVERDUE MATERIALS:

- 1) Fines shall be charged for each day an item is overdue, except days on which the Library is closed.
- 2) Fines shall be computed according to the following schedule:

| TYPE OF MATERIAL | RATE PER DAY | MAXIMUM CHARGE PER ITEM IF RETURNED |
|--|---------------------|--|
| Books, Magazines, Audiobooks, Music CDs, | \$0.25 per day | \$7.00 maximum per item |
| DVD & BluRay Discs | \$1.00 per day | \$ 7.00 maximum per item |
| Science Kits | \$2.00 per day | 50% of cost of item when returned |
| eReader & Roku Devices | \$2.00 per day | 50% of cost of the item when returned |

D. LOST AND DAMAGED MATERIALS:

- 1) Owning libraries set the price and replacement policies for lost or damaged materials borrowed via Lemont Public Library.
- 2) Lemont Library materials that are lost or damaged by a borrower shall be paid for at the price shown in the item record of the library database.
- 3) If an exact replacement cannot be obtained, the borrower shall be charged for the cost of a suitable replacement.
- 4) In lieu of payment for a lost or damaged item (owned by Lemont Public Library only), an exact replacement may be acceptable. A five dollar (\$5.00) processing charge will be charged for replacement items. Approval by the Director is needed.
- 5) Charges shall be assessed for damaged items or items missing pieces, according to Section E, Replacement Charges.
- 6) A refund for material lost and paid for, minus the fine amount charged up to the day the item was paid for, shall be made if the material is returned together with receipt for payment within sixty (60) days of the date of payment for the loss.
- 7) A "Claims Returned" can be requested, waiving fines and fees for the lost item, if the item is not located by the borrower or the library 42 days after checkout. A borrower may have a maximum of two (2) Claims Returned items on their account.

E. REPLACEMENT CHARGES:

Charges to repair and/or replace library materials are assessed according to the following schedule:

| ITEM | REPLACEMENT COST |
|--|---|
| Library Card | \$3.00 |
| DVD or BluRay Case | \$2.50 |
| CD Case | \$2.50 |
| Cover Art | \$2.50 |
| Science Kit, eReader & Roku devices or accessories | Price in Item Record |
| Lost/Damaged Item or Part | Price in Item Record |
| Missing disc from Book on CD | \$10.00 or item price if not individually replaceable |

F. SUSPENSION OF BORROWING PRIVILEGES:

- 1) A patron's borrowing privileges will be suspended if:
 - a) Account balance from fines and fees exceeds five dollars (\$5.00).
 - b) Five (5) or more items are overdue.
- 2) Borrowers with an unresolved account balance of \$25.00 or more may be referred to a Collection Agency for appropriate action after 90 days. Borrowing privileges will be suspended until the account balance is paid in full.

G. CONFIDENTIALITY OF RECORDS

The registration and circulation records of the library are confidential information and no person shall publish or make any information contained in such records available to the public. In compliance with the *Illinois Library Records Confidentiality Act*, the Library will publicly release information contained in library registration or circulation records pursuant only to a court order or the exception for Emergency Release of Information Pursuant to Public Act 95-0040.

The library may publish or make available to the public reasonable, statistical reports regarding library registration and material circulation where those reports are presented so that no individual is identified therein.

H. EMERGENCY RELEASE OF INFORMATION IDENTIFYING INDIVIDUALS PURSUANT TO PUBLIC ACT 95-0040

The *Illinois Library Records Confidentiality Act* requires a court order before a library may publicly release information contained in library registration or circulation records. The Library will comply with Public Act 95-0040 which creates an exception to the requirement for a court order if ALL of the following conditions are met:

1. The information is requested by a sworn law enforcement officer who states that it is impractical to get a court order as a result of an emergency situation;
2. The law enforcement officer states that there is probable cause to believe that there is imminent danger that someone will be physically harmed;
3. The information requested is limited to only identifying a suspect, witness, or victim of a crime; and
4. The information does not include any registration or circulation records that would indicate materials borrowed, resources reviewed, or services used at the library.

Public Act 95-0040 also provides that “if requested to do so by the library, the requesting law enforcement officer must sign a form acknowledging the receipt of the information. A library providing the information may seek subsequent judicial review to assess compliance with this Section.” Appendix S, “Officer’s Request for Confidential Library Information.” should be completed by any law enforcement officer requesting registration or circulation records.

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