LEMONT PUBLIC LIBRARY DISTRICT

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.
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 shall circulate according to the following schedule:

TYPE OF MATERIAL	LOAN PERIOD	RENEWABLE	LIMIT
Books	3 weeks	Yes	None
Magazines	3 weeks	Yes	None
Audiobooks	3 weeks	Yes	None
Music CDs/CD ROMs	3 weeks	Yes	5
Videocassettes	1 week	Yes	5
eReader Devices	2 weeks	No	1
DVDs	1 week	Yes	5
Interlibrary Loan	**SET BY OWNING LIBRARY**		

5) Reference items, newspapers, and current issues of magazines 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 Lemont Library cardholders only.

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
Books, Magazines, Audiobooks, Music CDs, CD ROMs, Videocassettes	$0.25 per day	50% of the value of the item when returned
eReader Devices	$2.00 per day	50% the value of the item when returned
DVDs	$1.00 per day	50% the value of the item when returned

D. LOST AND DAMAGED MATERIALS:

1) Material that is lost by a borrower shall be paid for at the price shown in the item record of the library database.
1) A processing charge has been factored into the price of every item.
3) If an exact replacement cannot be obtained, the borrower shall be charged with the cost of a suitable replacement.
4) In lieu of payment for a lost or damaged item, 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) Loaning libraries set the price for all lost or damaged interlibrary loan materials.
6) Charges shall be assessed for damaged items or items missing pieces, according to Section E, Replacement Charges.
7) 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.
8) 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/Video Case	$2.50
CD Case	$2.50
Missing cassette and/or CD from audio books	$10.00
eReader devices or accessories	Price in Item Record
Lost/Damaged Item	Price in Item Record

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 $35.00 or more will be referred to a credit bureau for appropriate action after 90 days and their borrowing privileges suspended until their account balance is paid in full.

G. CONFIDENTIALITY OF RECORDS

The registration and circulation records of the library are confidential information. Except pursuant to court order, no person shall publish or make any information contained in such records available to the public. 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.

Approved – Library Board of Trustees
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