



**Elmwood Park**  
PUBLIC LIBRARY  
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## **ELMWOOD PARK PUBLIC LIBRARY CIRCULATION POLICY**

### **Availability of Materials and Resources**

Library materials and resources are available on an equal basis to all Elmwood Park Public Library cardholders unless otherwise noted. While patrons holding valid cards from other public libraries also have equal access, the Library reserves the right to designate some categories of materials and resources available to Elmwood Park Public Library cardholders only, or to make such categories unavailable for reserve. A valid Elmwood Park Public Library card also allows access to library online subscriptions, such as databases and eBook checkout, as well as use of public computers.

### **Confidentiality of Patron Records**

As required by the Illinois Library Records Confidentiality Act (75 ILCS 70/1 et seq), a library patron's registration and circulation records are confidential. No individual's records will be released to any person or agency except pursuant to a court order. Library staff may provide information to a minor's parent or legal guardian about fines or overdue materials.

### **Library Cards**

The following types of library cards are issued by Elmwood Park Public Library

#### Village Residents

Any person who resides within the Village of Elmwood Park may be issued a library card free of charge. Library cards are issued on a daily basis from opening until one half hour before closing.

Applicants must show proof of residency with a current photo ID with their Elmwood Park address. If the photo ID is expired or does not have a current address, a second piece of identification will be required. This may include a utility bill, mortgage statement, bank statement, paycheck, or other official forms. TVDL (Temporary Visitor Driver's License) will not be considered a valid ID for these purposes.

A digital signature is required, while a digital photo is optional. Patrons with digital photos on file may check out materials without presenting their Library cards.

Although there is no minimum age required for obtaining a library card, a parent or legal guardian must sign permission for all applicants under 18 years of age. The child must be present for the first issuance of the card. In the case of a child of divorced parents, the legally designated primary residence will be used to determine eligibility. Only in the situation of joint custody, with both parents residing in Elmwood Park, would two cards be issued to a minor. The parent or legal guardian is responsible for all material checked out on a minor's library card and all accumulated fines and fees.

All fines and fees incurred at other libraries must be paid prior to the issuing of an Elmwood Park Library card.

A resident Library card is valid for three years.

#### Non-resident Elmwood Park Property Owners

A nonresident who owns or leases property that is taxed for library service may be issued a library card for the business, not employees. The owner/leaseholder of the business must request the card and provide proof of the business location (current paid tax bill or a copy of the commercial lease) and a photo ID. All owners or leaseholders may be issued a library card. The Library card will be valid for one year.

There is no fee for this Library card.

#### Non-residents

The Elmwood Park Public Library provides library service to those living in unincorporated areas as set forth in chapter 75 of Illinois Compiled Statutes (Library). The fee for this card is set each year by the Elmwood Park Public Library Board of Trustees. Since the Elmwood Park Public Library is not the nearest library to any unserved population, the Library does not supply library cards to non-residents outside of Elmwood Park property owners or lessors covered above.

#### Staff Cards

Elmwood Park Library cards are issued as a courtesy to staff members who do not live in the Village of Elmwood Park.

A staff card is valid while a person is employed at the Library and is not valid for reciprocal borrowing.

#### Limited Use Cards

Under special circumstances, the Library may issue a limited use card to a patron. This card is issued for a period of up to six months, has a limit of 2 checkouts at any time, and may only be used at the Elmwood Park Public Library. Electronics, video games, or items in special collections may not be checked out on this type of card.

The Library reserves the right to revoke or restrict the use of any category of Library card if borrowing privileges are abused.

### **Renewal of Library Cards**

Library cards are renewable as long as eligibility is retained.

Adult cards must be renewed in person with a current photo ID. Parents may renew their children's card without the child being present.

There is no charge to renew a card as long as the library card is presented.

All fines and fees must be paid before a card can be renewed.

## **Replacement of Library Cards**

Lost or stolen cards should be reported immediately to the Elmwood Park Public Library.

Cardholders are responsible for all material checked out on their card until it is reported lost/stolen. At that time, all service to that card will be stopped.

A charge of \$3.00 will be assessed to replace lost/stolen cards.

## **Borrowing Library Materials**

Elmwood Park Public Library cardholders with a digital photo on file or a valid State ID that matches their library card record do not have to present their library card to borrow materials. All other patrons must present a valid library card or State ID.

### Loan Periods

Generally Library materials may be borrowed for 3 weeks, with the following exceptions:

- Laptops may be borrowed for a 2 hour period
- DVD *HITS* may be borrowed for 1 week
- *NEW* videogames may be borrowed for 1 week
- Locks (bike, skateboard, scooter) may be borrowed for one day
- Vacation Bag loan periods are determined by the Kids & Teens Services staff with the patron and will not circulate for longer than 6 weeks.
- Items in special collections (e.g. Beyond Books) may have loan periods that vary with each item.

Additionally, we reserve the right to limit loan periods or number of items based upon seasonal demand or class assignments.

### Vacation Loans

An extended vacation loan period of up to six weeks may be granted for Elmwood Park materials only. Items with holds will not be extended.

Reference books and the most current issue of a periodical are available for loan only under special circumstances and require the approval of an Adult or Youth Services Librarian.

### Loan limits

There are no limits on the type of items that may be checked out per library card, with the following exceptions:

- There is a limit of 3 locks.
- There is a limit of one electronic device, console, or laptop computer.
- There is a limit of 5 videogames.

Items in special collections will generally have a limit of 1 item per check-out. There is a total limit of 200 items that may be checked out on your library card at any one time.

### Other limits

- *NEW* material (books, audio and videogames) will not be sent on interlibrary loan for a period of 3 months and are only holdable by Elmwood Park Public Library cardholders.

- DVDs that are designated *HITS* are available only to Elmwood Park Public Library cardholders. HITS DVDs are not holdable (patrons may borrow what is currently on shelf) and will not be sent on interlibrary loan.
- E-readers (Kindles, etc.), portable DVD players, laptop computers, other electronic devices, and items in special collections circulate only to Elmwood Park Public Library cardholders and will not be sent on interlibrary loan.
- New issues of magazines may not be borrowed.

### Renewal of Material

Books, periodicals, and CDs may have 2 21-day renewal periods provided there are no holds on the item. E-Readers, DVDs, console games, vacation bags, and locks may not be renewed.

## **Overdue Materials**

### Fines and Fees

A fine of 15 cents per day will be assessed on overdue print and audio recordings.

A fine of \$1.00 per day will be assessed on video recordings and console games

A fine of \$2.00 per day will be assessed on electronic devices.

Fines for items from special collections may vary.

Borrowing privileges will be suspended when fines/fees reach \$10.00.

Fines will cap at 42 days overdue, when the item will be billed to the patron's library card record. Patrons will be sent to a collection agency when fines/fees are greater than \$50.00 and have been on the patron's record for at least 60 days. A collection agency fee will be added to their record. Service to the cardholder will be suspended until the account is settled.

### Notices

When Library material has been overdue for more than 7 days, a reminder notice is emailed, texted or an automated call is made to the cardholder, based on their preference. The Library makes a reasonable effort to ensure that this notice is received, but it is sent as a courtesy and failure to receive notice will not be cause for removal of fines. Paper notices will not be sent and if a patron chooses not to receive notice in any of the above ways, they are still responsible for all fines and fees.

## **Lost or Damaged Materials**

When an item owned by the Elmwood Park Public Library is reported lost or damaged beyond repair, the patron may either pay the cost of the item or may provide an exact replacement, with the exception of electronic devices. A (\$5.00) processing fee will be assessed for each item, including patron provided replacement copy. Replacements are not accepted for lost or damaged items owned by other libraries.

A patron may receive a refund, minus the processing fee and overdue fines, if a lost Elmwood Park Public Library item is returned within 3 months of payment. Lost items from other libraries are not refundable.

If, in the opinion of staff, an item has been damaged beyond normal wear and tear, and to such an extent that it is unusable or can no longer be kept in the Library's collection, the cardholder will be billed for the price of the item plus the processing fee as listed above.

The Elmwood Park Public Library is not liable for any damage to any personal equipment due to the use of library materials.

### **Reciprocal Borrowing and Interlibrary Loan**

Patrons from SWAN public libraries are granted reciprocal borrowing privileges, as Elmwood Park Public Library is a member of the SWAN consortium.

Patrons from a non-SWAN Illinois public library may request reciprocal borrowing privileges. The patron's home library will be called to check their status. A patron in good standing will be entered into the SWAN database and allowed to check out material.

The Elmwood Park Public Library will accept interlibrary loan requests for material outside the SWAN catalog from only Elmwood Park Public Library cardholders.

A \$3 fee will be imposed on all interlibrary loan items from out-of-state libraries. The patron will be notified before the material is ordered and upon receipt of the material by Elmwood Park Public Library, the fee will be placed on the library card account used to place the hold.

Patrons from another library must present their library card or valid State ID to check out material.

### **RELATED CIRCULATION POLICIES**

Confidentiality of Library Records

Homebound Delivery Policy

Non-SWAN Interlibrary Loan Policy

### **Policy Review and Revision**

Elmwood Park Public Library Board of Trustees will review this document at least biennially.

Approved and Adopted by Library Board, July 15, 2015, and October 18, 2018, and October 17, 2019.



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