



Elmwood Park
PUBLIC LIBRARY
explore. connect. create.

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.

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.

Reading our responsibility statement and providing a digital signature is required.

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 Public 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.

A non-resident student may be issued a card, without payment of fee, pursuant to 75 ILCS 5/4-7 and the “Cards for Kids” Act. “Student,” for the purposes of this section, means an individual currently enrolled in a public or nonprofit private school (K-12) who does not have their principal residence within a public library service area. The student must present proof of eligibility, as required by statute, at the time of application for this card.

While the Library is not currently the nearest public library to an unserved population, we abide by the requirements set forth in the legislation mentioned above, as applicable.

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 twelve months, has a limit of 5 checkouts at any time, a hold limit of 5, a bill threshold of \$10.00, and may only be used for print materials.

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.

All 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.

There is no charge to replace lost/stolen cards.

Borrowing Library Materials

All patrons must present a valid library card or State ID when checking out materials.

Loan Periods

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

- In-house use laptops may be borrowed for a 2-hour period

- Locks (bike, skateboard, scooter) may be borrowed for one day

If you have extenuating circumstances that require a longer loan period, please speak with a staff member. An extended loan period of up to six weeks may be granted for Elmwood Park materials only. Items with holds will not be extended.

Some materials are for in-house use only. These items are available for loan only under special circumstances and require the approval of an Adult or Kids & Teens Services staff member.

Loan limits

There is a total limit of 100 physical items that may be checked out on your library card at any one time. Of those 100 items, 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 of each type of electronic device, console, or laptop computer.
- There is a limit of 5 videogames.

The library reserves the right to designate some categories of materials and resources available at Elmwood Park Public Library to adult cardholders only.

Other limits

- *NEW* material will not be sent on interlibrary loan for a period of 3 months and are only able to be placed on hold by Elmwood Park Public Library cardholders.
- DVDs that are designated *HITS* are available only to Elmwood Park Public Library cardholders. *HITS* DVDs are not able to be placed on hold (patrons may borrow what is currently on shelf) and will not be sent on interlibrary loan.
- Some electronic devices, consoles, laptop computers, and nontraditional materials 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

Items will automatically renew if eligible for renewal. Otherwise, they are due at the end of the initial loan period.

Overdue Materials

Fines and Fees

For the purposes of this policy, fines and fees are defined as follows. Fines are charges added to a patron's library account for each day an item is overdue. Fees are charges added to a patron's library account when an item is damaged, lost, or long enough overdue to be considered lost. If a patron's total fees accrue beyond our determined threshold, they will be sent to collections at which point there will be an additional fee assessed.

The Elmwood Park Public Library is a fine-free library. What this means is that items that are returned to the library in good condition will no longer be charged fines if returned after the due date. Although this means patrons will not accrue daily overdue charges, we still have the following fee guidelines in place to assure a responsible and courteous use of library materials by our community members:

- Once an item is 21 days overdue, the patron's library account will be blocked.
- Borrowing privileges will be suspended when fees reach \$25.00.
- Patrons will be sent to a collection agency when fees are greater than \$250.00 and have been on the patron's record for at least 60 days. At this point, a \$10 collection agency fee will be added to their record and 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 fees. 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 accrued fees.

Lost or Damaged Materials

When an item owned by the Elmwood Park Public Library is reported lost or is returned incomplete or damaged beyond repair, the patron will be billed for the cost of the item as it is listed in the catalog. When paying the fee at the Library, staff will compare the price found in the catalog record with an assessed cost for a replacement found online. Patrons will have the option to pay whichever is lower at the time this assessment is made. Patrons will be required to pay the full bill amount for materials owned by other libraries.

A patron may receive a refund for the actual cost of a lost and paid Elmwood Park Public Library item if it is returned within 3 months of payment. Lost items from other libraries are not refundable.

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 contacted to check their status. A patron in good standing will be entered into the SWAN database and allowed to check out material.

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

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

RELATED CIRCULATION POLICIES

Confidentiality of Library Records, Home 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, August 20, 2020, and July 15, 2021.