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4.0 CIRCULATION POLICY

The purpose of the Circulation Policy is to make the resources of the Deer Creek District Library readily available to all users. In addition, this policy informs users of the requirements which need to be met to receive a Deer Creek District Library card as well as details the expectations for the users prior to, during, and after borrowing items.

4.1 LIBRARY CARDS

Library card holders apply for the right to use the services and facilities of Deer Creek District Library and agree to abide by the rules of the Library, to pay all fines and fees charged to their library card accounts and to promptly inform the Library of a lost card, change of address or change of personal contact information such as email and phone number. Cardholders understand that they are solely responsible for items checked out with their library card. Deer Creek District Library Cards are not transferable. The Deer Creek District Library is not responsible for damages direct, or indirect, resulting from the borrowing or use of Library materials or its equipment. There is a charge for replacement of a Library card unless there is a copy of a police report provided to Library.

A child's parent/legal guardian will assume responsibility for charges incurred while the child is in their care. Legal guardians are responsible for notifying the Library when the child is no longer in their care.

A Deer Creek District Library card is valid when it meets the following conditions:

- a) It is registered with the card holder's correct name and permanent address in the Library's database;
- b) The outstanding charges against the holder does not exceed \$5.00;
- c) The card has not expired;
- d) The person in possession of the card is the one to whom it was issued or, in limited circumstances, authorized to use the card.

The Deer Creek District Library will not issue cards or provide service to patrons who are known to have overdue obligations (in the form of unpaid fines or overdue/lost/damaged material) at another library in the State of Illinois.

4.1.1 Resident Library Cards

Individuals residing within the jurisdictional boundaries of the Deer Creek District Library may obtain a library card that is eligible for system-wide borrowing privileges and valid at all Illinois member libraries. Resident card holders are issued cards valid for three (3) years from the date of issuance. Privileges are rescinded upon termination of residency in the Deer Creek District Library area.

Adults, 18 years of age and older, may apply for a Deer Creek District Library card by completing an application and providing two (2) forms of acceptable identification that verify name and address (see 4.1.2 Applying for a Library Card).

Children and teens, between the ages of 5 and 17 years, may obtain a library card when accompanied by a parent or legal guardian, who will provide the necessary address information and accept responsibility for minor's checkouts. Youth card holders are issued cards valid for three (3) years from the date of issuance. Parents/guardians are responsible for activity on their children's library cards.

4.1.2 Applying for a Library Card

Residents of the Deer Creek Library District are encouraged to begin the library card application process by visiting the Library with pieces of identification from both categories as listed below. The person applying must provide the street address of their residence on the library card application; P.O. Boxes will not be accepted. If mail is received at a post office box, both the post office box address and the street address of the residence must be given.

- Category 1

One piece of identification must be a valid Photo ID. The address given on the Photo ID should match the address given on the library card application. If these addresses do not match, the resident will be asked to supply two additional forms of ID from Category 2 that will verify a Deer Creek Library District address. Acceptable forms of Photo IDs include:

- o Illinois Driver's License (traffic ticket not accepted)
- o Illinois State ID
- o Firearm Owner Identification (FOID) Card

- Category 2

A piece of official mail postmarked or dated within the last three (3) months with the resident's name and address. Acceptable mail includes:

- o Auto Insurance Card
- o Utility Bill-cable TV, natural gas, electric, water and/or phone.
- o Credit Card Statement from American Express, Visa, MasterCard or Discover
- o Bank Statement
- o Car Registration
- o Property Tax Bill
- o Payroll Check
- o Signed property lease or mortgage papers

Junk mail, credit card offers, unsolicited mail, etc. are not acceptable forms of address verification.

4.1.3 Business Library Cards

Owners of businesses located within the Deer Creek District Library may be issued a library card by furnishing a valid Photo ID and the current business property tax bill. The business owner shall be responsible for payment of any lost or damaged items, as well as accumulated fines. This card is limited to the use of the business owner whose name is on the library card and will be valid for one (1) year.

4.1.4 Property Owner Library Cards

Individuals who own property that is not their primary residence and non-resident tenants within the Deer Creek District Library may be issued a library card by furnishing a valid Photo ID and their local property tax bill or a copy of their lease. This card will be valid for one (1) year.

4.1.5 Non-Resident Library Cards

A non-resident is defined as “a person who resides outside the taxing area of a public library.” This includes:

- Individuals not eligible for a library card from another library;
- Individuals residing outside the jurisdictional boundaries of the Deer Creek District Library.

Non-residents may obtain a library card by completing an application and furnishing proof of residency and paying the non-resident fee. All members of a non-resident household are then entitled to individual library cards. Only one non-resident fee will be charged for all residents at one residential address per year.

The non-resident fee shall be based on the Illinois State Library’s General Mathematical Formula (23 Ad. Code 3050.60(a)). This formula divides the Library’s revenue from local property tax sources by the Deer Creek District Library population, and then multiplies the result by the average number of persons per household in the Village. The Board of Trustees shall review the fee in June each year, which will become effective during the Fiscal Year of July 1-June 30. The current calculations and fee is listed in Computation of Non-Resident Card Fee Appendix 4.6.1.

4.1.6 Library Cards from Other Libraries

Any person presenting a library card from an Illinois library may be granted reciprocal borrowing privileges providing their account is in good standing.

4.1.7 Replacement of Lost or Damaged Library Cards

It is the responsibility of the cardholder to immediately report lost cards to the Library. The replacement fee for a lost or damaged Deer Creek District Library card that has not expired shall be \$3.00.

Library cardholders must present a valid photo ID to receive a replacement card. Teens age 14 and older can replace lost or damaged Deer Creek District Library cards upon presentation of a valid photo ID and without a parent/legal guardian present. Parents/legal guardians can replace a lost or damaged Deer Creek District Library card by showing their own valid photo ID on behalf of their children up to and including age 17 with the child(ren) present.

4.1.8 Renewing Library Cards

Library cards are required to be renewed every three (3) years unless specified otherwise. A photo ID with the cardholder's name and current address must be shown in person. A piece of mail, as indicted in Section 4.1.2, Category 2 above, will be needed if the photo ID address does not match the address on the account.

4.1.9 Expired Library Cards

Inactive library cards will be deleted no later than three (3) years after the expiration date if the account was in good standing.

4.1.10 Library Card Account Linking

The Library reserves the right to link the library card accounts of parents/guardians to the accounts of their children under the age of 18. The Library reserves the right to block from use all library cards belonging to the same address in a linked group based on the delinquency of any one library card in said group. Library card privileges will be blocked for all adults in the group when the fines and fees for the group total \$20 and up.

4.1.11 Second-Party Authorization

Adult cardholders ages 18 and older may designate another adult to pick up materials on hold, pay fines or update contact information on their behalf. The cardholder must be physically present to make this designation. This permission information is to be recorded as a note in the cardholder's library card account. The patron must grant permission in writing listing those individuals who are allowed to check out interlibrary loaned or reserved materials on their account. When picking up held or interlibrary loan materials, the authorized second-party should present the library card of the individual who reserved the material. The material will be checked out to this card.

4.2 BORROWING LIBRARY MATERIALS

To borrow materials from the Deer Creek District Library, a patron must have a valid Deer Creek District Library Card or present a valid library card from another Illinois public library. An individual who has a valid card may present a photo ID with name and address on the ID, such as a State of Illinois driver's license or ID, in lieu of the library card to obtain checkout materials and obtain Library services.

Checking out materials or using Library services on another's library card is not permitted.

4.2.1 Fees, Fines, and Loan Periods

Fines, fees, loan periods and limits on quantities of specific types of materials that may be checked out are listed in the Fees/Fines/Loan Chart in Appendix 4.6.2. Library staff may set other quantity limits when needed. Library cards will be blocked if fines reach \$5.00. Fines must be below \$5.00 before the library account can be used again.

Items obtained from other libraries are subject to that library's lending rules.

4.2.2 Student Fine Forgiveness Reading Program

Students 18 years old and younger who are independent readers may read off fines in the library building. Students must check-in with library staff and state they want to read off fines. 20 cents will be forgiven for every 10 mins of reading in sight of library staff. Only fines for late items can be forgiven. Fees for damaged, missing, or lost items cannot be read away.

4.2.3 Renewing Materials

Items can be renewed by the patron through the Library's online catalog, by phone, and in-person. The maximum number of renewals per item is two (2). Items that have a waitlist cannot be renewed.

4.2.4 Billed, Lost, and Damaged Items

Patrons who damage or lose library materials will be charged a fee for each item. Items that are billed or lost may be returned. Patrons are responsible for overdue fines associated with these materials. Overdue fines shall not exceed \$5.00 per item. Print items are automatically assumed at 30 days overdue. Audiovisual items are automatically assumed at 20 days overdue.

Items that are billed or lost will be charged to the borrowers library account. Fees are based on the type of item that needs to be replaced. Individuals may pay the fee billed to their library account, or bring a duplicate replacement of the item in new condition to the library for no additional fee.

4.2.5 Patron Notices

Patrons will receive notices from the Library including but not limited to information regarding holds, overdue, and billed materials. Individuals are responsible for keeping their library account in good standing whether, or not notices were received.

4.3 Reciprocal Borrowers

A reciprocal borrower is when a person physically goes to another public library to borrow material. Any person presenting a library card from an Illinois library may be granted reciprocal borrowing privileges providing their account is in good standing.

Reciprocal borrowers are able to place interlibrary loan and hold requests through the Deer Creek District Library for pick up at Deer Creek.

4.4 Interlibrary Loans and Holds

The Deer Creek District Library users have access to library resources across central Illinois through the Library's membership in the Resource Sharing Alliance NFP (RSA). Patrons may place holds in the shared library catalog for free delivery at a participating library of their choice. Digital materials are provided by RSA through Overdrive & Axis 360. For items not available through RSA, the Library can try the Illinois Interlibrary Loan system.

4.4.1 Holds

A hold can be placed on items in the RSA shared catalog. When the item is available, it will be sent for the patron with a hold to the pick-up library. The patron will receive notification that the item is available for pick up at the Library. If multiple holds are on the same item, each patron will be in a queue in order of the date the hold was placed. Items with holds cannot be renewed.

4.4.2 Interlibrary Loan Service

If an item is not available through RSA and was published more than 12 months ago, Deer Creek District Library can use Interlibrary Loan Services (ILL) in Illinois with no extra cost to the patron. ILL is a system in which one library borrows materials and sends it to another library for the use of a patron. The Deer Creek District Library also makes its collection available to the patrons of other libraries by sending materials to requesting libraries.

Materials received via ILL may have different loan periods and renewal limits based on the requirements of the lending library.

4.5 Confidentiality of Library Card Records

The Deer Creek District Library recognizes the rights of its borrowers to have freedom of access to library materials. Library card and borrowing records are confidential and will not be made available to any outside agency, group or individual to the extent provided by law.

Individual patrons may grant access to their own patron record to family or another as designated by the patron and according to Section 4.1.11 Second Party Authorization.

Parents/guardians will be granted access to their children's records up to and through age 17.

Library account personal identification numbers (PINs) can only be changed by the cardholder when presenting a photo ID with the library card.

APPENDIX 9.6.1

Computation of Non-Resident Card Fee by Illinois State Library Formula

Deer Creek District Library
205 East First Ave. P.O. Box 347
Deer Creek, IL 61733

Computation of Non-resident Card Fee by Illinois State Library Formula

July 2022 Computation for Library Fiscal Year Beginning July 1, 2022

1. General Mathematical Formula

Local Tax Income ÷ Population x Persons per Household = Fee

2. Fee computed by above formula

Library fiscal year 2022/2023 for approval at Board meeting of April 4, 2022:

- Tax receipt figures for the fiscal year 2022/2023,
- Deer Creek District population for 2022
- Census 2016-2020 figure for “persons per household”

$$\$110,000 \div 1,586 \times 2.48 = \mathbf{\$172.00}$$

Notes:

- a. The figure resulting is the minimum that can be charged by the Deer Creek District Library for a non-resident library card.
- b. The use of this formula requires that non-resident cards be issued as family cards.

Compiled by
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Deer Creek District Library
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Deer Creek District Library
4.0 Circulation Policy

APPENDIX 4.6.2

Loans/Fines/Fees Chart

Materials	Loan Period	Overdue Fine per day	Limit	Renewals	Default Price Lost Item
Books	21 days	\$0.10	15	2	New - \$25 Hardcover - \$20 PBK - \$10
Movies	7 days	\$1.00	5	2	New - \$25 Older - \$20
TV Series	21 days	\$1.00	5	2	Item Price Varies
Audiobooks	21 days	\$0.10	15	2	Item Price Varies
Max of 15 items per library card. Digital titles do not count towards max items. Max of 5 DVDs per card.		Max overdue fine: \$5.00 per item Library card will be blocked if fines reach \$5.00		Print items are considered lost at 30 days. Audiovisual items are considered lost at 20 days.	

Replacement library card is \$3.00

Non-Resident Card for FY22/23 \$172

Other Library Fees

Fax service \$1.00 per page

Laminating \$0.20 per inch, \$0.25 for id card

Printouts \$0.10 per page (First 2 pages are complimentary)