

# *Hinsdale Public Library*

## *Circulation Policy*

### *Availability of Materials and Resources*

Unless noted otherwise, library materials and resources are available on an equal basis to all individuals holding Hinsdale Public Library cards. While this is also true for patrons with a valid library card from another public library, the library reserves the right to make some categories of materials and resources available to Hinsdale Public Library cardholders only.

It is the responsibility of parents or guardians to monitor their children's selection and use of library materials and resources.

Hinsdale Public Library cardholders may place reserves on items owned by the Hinsdale Public Library that are not on shelf and on items owned by other libraries. Reciprocal borrowers must place reserves at their home library.

### *Confidentiality of Patron Records*

As required by the Illinois Library Confidentiality Act, the registration and circulation records of the library are confidential. No individual's registration or circulation records will be released to any individual or agency, except pursuant to a court order.

Because of their financial responsibility, parents and legal guardians may be informed of overdue material checked out on their minor child's library card if the parent has the child's library card.

### *Library Cards*

Hinsdale Public Library cards will be issued to Hinsdale residents who present acceptable proof of identity and eligibility. Although there is no minimum age for obtaining a library card, the signature of a parent or guardian is required for all applicants under 18 years old. Library cards will not be issued to any applicant who has outstanding fines or other obligations at the Hinsdale Public Library or any other library.

Library cards may not be transferred from one person to another. Adults are responsible for their own cards as well as those of their minor children, and for all materials borrowed with these cards. For their protection, patrons should report lost or stolen cards immediately. Materials checked out on a card up to the time it is reported stolen or lost are the responsibility of the card owner. The library should also be notified about any change of address, email address, telephone number, or name.

Privileges will not be renewed for any cardholder with unpaid fines or charges. Parents or guardians are responsible for fines and charges incurred by minor children. The library reserves the right to revoke or restrict the use of a library card if borrowing privileges are abused.

The fee for replacing a library card is \$2.

### ***Eligibility for Hinsdale Public Library cards***

#### ***Resident and Property Owner Library Cards***

Individuals who reside within the corporate boundaries of the Village of Hinsdale are eligible for full borrowing privileges, including reciprocal borrowing, without a fee. Resident cards are valid for 3 years as long as the person resides at the registered address. The card is renewable as long as eligibility is retained.

Non-residents who own and pay real estate taxes on property located within the corporate boundaries of the Village of Hinsdale are eligible for a Hinsdale Public Library card. When applying for a non-resident library card, a tax bill, or some other acceptable proof of current ownership, must be provided. In accordance with state law, only 1 card, which is valid for 1 year, can be issued for each parcel of property.

#### ***Non-resident Library Cards***

a) In accordance with Illinois state law as set forth below, non-resident families may purchase Hinsdale Public Library cards for a fee. Payment of this annual fee entitles each member of a non-resident family who resides at the address listed on the library card registration form to full library privileges, including reciprocal borrowing. The fee for these cards is set by the Hinsdale Public Library Trustees in accordance with state law.

b) Illinois Public Law 92-0166 stipulates that "A person residing outside of a public library service area must apply for a non-resident card at the public library located closest to the person's residence." The rules currently define "closest public library" as

meaning a participating public library that serves the high school district in which the non-resident resides or the library physically closest to a non-resident's primary address.

### ***Borrowing library materials***

#### ***Number of Items That May Be Borrowed***

Generally, no limit is placed on the number of items that may be borrowed per visit to the library. However, limits may be set on certain categories of materials if in the opinion of staff such limits are needed to meet demand and provide equitable service.

#### ***Without Library Cards***

Library cards are used to identify borrowers and to expedite and accurately record transactions. Patrons who are unable to provide their card, but are able to present some other acceptable proof of identity may still borrow items.

#### ***Loan Periods***

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

- a) New fiction and new nonfiction may be borrowed for 2 weeks.
- b) Magazines: Back issues may be borrowed for 1 week but may not be renewed. The most recent issue of a magazine may not be removed from the library.
- c) Reference Materials may be borrowed in accordance with the reference policy. Videos and DVDs may be borrowed for 1 week. However, Great Courses, no matter what format, may be borrowed for 3 weeks.
- d) Downloadable books may be borrowed for 2 weeks. This transaction will be performed on the eMediaLibrary website.
- e) Interlibrary Loan Materials: Items borrowed for Hinsdale Public Library cardholders from other libraries through SWAN are subject to all loan periods, fines, rules and regulations established by these lenders and the Metropolitan Library System. The library does not accept interlibrary loan requests from cardholders from other libraries.

- f) Class Assignments and Classroom Loans: At the discretion of library staff, items temporarily in high demand for class assignments may be given a shortened loan period or restricted to in-library use. Bulk loans of materials for classroom use are available to teachers at schools located within the boundaries of School District 181, District 86, and to teachers at certified preschools located within the corporate boundaries of the Village of Hinsdale. Bulk loans must be arranged through the Youth and Young Adult Services Department. At the discretion of staff, however, limits may be placed on the length of the bulk loan period and the number of items loaned.
- g) Reading Groups: The library will try to accommodate reasonable requests from local reading groups for multiple copies of particular titles.
- h) Telescopes may be borrowed for 3 days after the completion of the astronomy class, which is given by appointment.
- i) Vacation Loan: Most materials subject to the usual 3-week loan period may be borrowed on vacation loan for a period of 6 weeks. New fiction and new nonfiction items with a waiting list, and items obtained through interlibrary loan may not be borrowed on vacation loan.
- j) Renewals: Materials may be renewed two times except as otherwise noted, and an item is renewed for a term equal to its original loan period. However, telescopes, materials borrowed on vacation loan, magazines, and materials with waiting lists may not be renewed. Items borrowed through interlibrary loan, will be renewed only as permitted by the loaning library. .
- k) Reserves: Cardholders will be notified by phone or email when items they have reserved are available for pick-up. Reserved items will be held at the Circulation Desk for up to 5 days.

### ***Overdue Library Materials***

#### ***Fines***

Fines are assessed at 10¢ per day per item, except for videos and DVDs, which are \$1 per day or any portion of a day, and telescopes, which are \$5 per day or any portion of a day. Fines for each overdue item will accumulate up to the equivalent amount charged for 42 days overdue.

### *Grace Period*

Fines are waived for any item returned within 3 days of its due date, with the following exceptions: videos and DVDs; telescopes; other materials that have extremely short loan periods; and items borrowed by cardholders from another library but returned at the Hinsdale Public Library. After the 3-day grace period, fines are computed from the actual date due.

### *Notices*

When library material has been overdue for 14 days, a reminder notice is mailed or emailed to the cardholder. The library makes a reasonable effort to ensure that this notice is received. However, this notice is sent as a courtesy and failure to receive an overdue notice does not constitute cause for removal or reduction of overdue fines.

### *Lost Material*

If, after 42 days (i.e., 6 weeks after the due date), the overdue material still has not been returned to the library, this material will be deemed lost and become subject to the policies and procedures detailed below.

### *Loss of Privileges*

Borrowing privileges may be suspended for any cardholder who has accumulated fines or bills of \$5 or more until the charges have been paid or some other mutually acceptable arrangement has been made to settle the cardholder's account.

Notices and billing for materials loaned to cardholders from other libraries are governed by the policies and procedures outlined above, unless other provisions have been made by the Metropolitan Library System.

### *Lost and Damaged Library Material*

#### *Lost*

If an item owned by Hinsdale Public Library is lost, the cardholder is billed the price of the item, plus a \$5 processing fee. Interlibrary loan materials are billed in accordance with rates and policies established by the lending library.

### *Damaged*

If, in the opinion of library staff, an item has been damaged to such an extent, or in such a way, that it could not be retained in the library collection, the cardholder will be billed for the price of the item plus a \$5 processing fee if the item is owned by Hinsdale Public Library, and billed according to the owning library if owned by another library.

### *Billing*

Only one bill will be sent. Service to the cardholder will be discontinued until the account is settled.

As stated above, notices and billing for materials loaned to cardholders from other libraries are governed by the policies and procedures outlined above, unless other provisions have been made by the Metropolitan Library System.