

## HARVEY PUBLIC LIBRARY DISTRICT CIRCULATION POLICY

The Harvey Public Library District library provides materials on loan to serve the needs of the Library District community for the purposes of education, enrichment and discovery. Use of library materials and the assessment of fines or other charges, is governed by the policies established by the Library Board of Trustees and any applicable rules or regulations adopted by the Library District so as to maintain the Library's services for its patrons to the greatest extent possible. The Library Director as the executor of the policies of the Board of Trustees has discretion in determining what use is in the best interest of the Library District and is authorized to act accordingly, including limiting the use of circulating items by persons whose activities interfere with Library operations, adversely affect public safety, or cause public disturbances. The Library Board of Trustees may modify, amend or supplement this Policy, as it deems necessary and appropriate.

### **LIBRARY CARDS**

Residents of the Harvey Public Library District are encouraged to apply for a library card. The Library District issues the first library card free to all Harvey residents. Identification and proof of mailing address are required when applying for a library card. A parent or guardian must sign must sign the library card application for children under the age of 18 years.

It is the responsibility of the cardholder to immediately report lost or stolen cards to the Library District. If a patron loses or damages his or her library card, the patron will be responsible for paying \$1.00 for a new library card.

Patrons will be responsible for paying \$1.00 for a renewal card.

Valid library cards must be presented when checking out library materials.

### **LOAN PERIOD, LIMIT OF NUMBER OF ITEMS, CHECK OUT FEES & FINES**

The Library District maintains and circulates materials in a variety of formats to its patrons, including books, magazines, books on CD and CD-ROM. In general, except as otherwise specified below, there is no limit on the total amount of materials a patron can borrow, but in order to insure fair access of materials in limited supply or in high demand, the Library Director may make limitations or restrictions as necessary.

Materials or items in limited supply or in high demand may be temporarily placed on a short-term loan of one week. Extended loans, up to 28 days, may be made available for vacation periods and other special circumstances. Request must be made at time of checkout.

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The following terms of loan periods, limit, check out fees, and fines are applicable as indicated:

ITEM	LIMIT	LOAN PERIOD	CHECK OUT FEE	FINE*
Adult Books**	None	21 days	None	\$0.15/day
Test Books	2	21 days	\$10.00 deposit per book	\$0.15/day
Juvenile Books	None	21 days	None	\$0.10/day
Periodicals/Magazines	None	21 days	None	\$0.15/day
Juvenile Periodicals/Magazines	None	21 days	None	\$0.10/day
Compact Disks***	4	7 days	None	\$0.15/day
Audio Cassettes	None	7 days	None	\$0.15/day
Language Learning (Audio)	None	14 days	None	\$0.15/day
Language Learning (Video)	None	14 days	None	\$2.00/day
New Movies/New Release DVDs ‡	4	3 days	\$1.00; no charge for Seniors 60+ yrs	\$2.00/day
DVDs/Video Cassettes/Old Movies ‡	4	7 days	None	\$2.00/day
Non-Fiction DVDs/Cassettes	4	3 days	None	\$2.00/day
Reference Books	****	21 days	None	\$1.00/day
Inter-library materials/loan	None	*****	*****	\$0.50/day

\* *Not to exceed the cost of the material or item.*

\*\* *Popular books, in demand, are limited to 7-day loan period, no renewal.*

\*\*\* *For sets with five (5) or more discs or a disc costing more than \$35.00, a fee of 1/3 of the cost will be required as a deposit. The minimum deposit will be \$10.00*

\*\*\*\* *At the discretion of the Adult Services Supervisor.*

\*\*\*\*\* *As determined and set by the Lending Library.*

‡ *DVDs may be borrowed only by patrons 18+ years.*

### **FEES FOR OTHER LIBRARY SERVICES**

The Library District has established the following schedule of fees for other services provided by the Library District for its patrons:

LIBRARY SERVICE	FEE
15-Minute Express*	No charge to all residents; \$1.00 nonresidents
1-Hour Computer	\$1.00/hour for residents; \$2.00/hour for nonresidents; No charge to Seniors 60+ yrs, Children/Teens 7-18 yrs & College Students**
2-Hour Computer	\$2.00/hour for residents; \$3.00/hour for nonresidents.
Computer Printouts/printing***	\$0.10 (black & white)/page; \$0.25 (color)/per page
Fax/transmission****	\$1.00/page & only within the continental USA.

\* *No limit unless others are waiting to use. All computer usage (15-minute, 1-hr and 2-hr computers) must end thirty (30) minutes prior to Library Closing.*

\*\* *Teen must show school ID; college students must show current class schedule.*

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\*\*\* *This fee applies to all material printed by library printers including, but not limited to, Internet downloads, CD-ROM product information, personal work, and graphics.*

\*\*\* *The fax cover sheet is excluded from the per page fee if the fax (including cover sheet) is more than one page in length. The Library District does not assume any responsibility of notification of the receipt of a fax for an individual, and no effort to notify any individual of the arrival of the fax will be made.*

### **RENEWAL OF LIBRARY MATERIALS**

Materials with initial check out loan periods of twenty-one (21) days may be renewed twice, for twenty-one (21) days.

No renewals on materials that have been requested by another person or that another is actively waiting for.

Materials may not be renewed if over one week late, until applicable fine is paid.

Renewals on materials from other Illinois Libraries or a Suburban Library System are subject to their Policies.

### **LOST OR DAMAGED MATERIALS**

Materials borrowed via any mechanism are the responsibility of the library patron. In the case of children under the age of 18 years, it is the responsibility the parents or guardian to pay for lost or damaged materials.

Charges will be assessed according the following guidelines:

Lost, Destroyed or Damaged beyond repair: current retail replacement cost (not original purchase price), plus processing fee.

Damaged Materials:

- Ripped, missing or marked pages: Per page processing fee
- Missing or Damaged Z-Labels: Current processing fee

Any materials lost due to a natural disaster must be on a verifiable report (i.e., police, insurance, etc.). The patron will then not be held responsible for the materials lost, destroyed or damaged beyond repair.

Any materials, other than those received through Interlibrary Loan, returned within three (3) months, the patron will receive the replacement cost minus the fines due from the due date until the material was paid for and will not be reimbursed the handling charge (fines not to exceed the cost of the item). For any materials returned after 3 months, no reimbursement will be made.

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NOTE: The Harvey Public Library District will not accept personal checks as a form of payment for fines or lost or damaged materials; payment must be by certified funds, i.e., cashier or certified check, money order.

### **RESERVING LIBRARY MATERIALS**

Patrons may request that an item, currently checked out, be held for them upon it being returned.

Popular books or other library materials may have waiting lists, and patron's requests for reservations will be honored in the order received.

### **INTERLIBRARY LOAN**

The Harvey Public Library District abides by the Metropolitan Library System Interlibrary Loan Code, and reserves the right to decide whether a particular item should or should not be loaned.

Any fees that apply to materials owned by the Harvey Public Library District will also apply to items borrowed through interlibrary loan.

Most materials in the Harvey Public Library District's library collection are eligible for interlibrary loan. However, the following types of material may be restricted:

- Reference Books
- Newly acquired materials
- Audio – Video Cassettes
- CDs and DVDs

It is the responsibility of the patron to pick up material requested through interlibrary loan within seven (7) days of being contacted by Library that the material arrived, and to timely return the material by the due date. Material not picked up within 7 days will be sent back to the loaning library. Patrons who habitually fail to do so may lose the privilege in order to preserve the privilege for other library patrons.

*Amended 5/13/10;*

*Amended 3/10/11;*

*Amended 4/13/17.*