

8 - Circulation Policy

To make materials available to all patrons on an equal basis, the Library will set policies for confidentiality, loan periods, interlibrary loan, renewals, fines and charges, damaged and lost materials, and claims returned. Fines and Charges and Damaged and Lost Materials are separate policies located in this manual. The Library will determine who is eligible to borrow materials and will provide for the return or replacement of such materials.

Confidentiality

All patron records are confidential in nature. Information on a patron application card cannot be given to anyone without the patron's cooperation. All circulation records identifying the names of library users with specific materials are confidential in nature. Any questions relating to patron information of any type should be directed to the Library Director.

These records will not be made public to any agency of state, federal, or local government except pursuant to such process, order, or subpoena as may be authorized under the authority of and pursuant to federal, state, or local law relating to civil, criminal, or administrative discovery procedures or legislative investigative power. The issuance or enforcement of any such process, order, or subpoena will be resisted until such time as a proper showing of good cause has been made in a court of competent jurisdiction.

Loan Periods

2 week loan: Books, audiocassettes, audio books, compact discs, videos, DVDs, records, pamphlets, and college catalogs

Vacation loan: May be up to six (6) weeks, ten (10) items with the patron's card held at the Library. This type of loan is available only to Blue Island residents.

Teacher loans: Books for class work may be borrowed for six (6) weeks. There is no limit on the number of books. Renewal of items for an additional six (6) weeks may be granted at the discretion of the Library Director. The teacher must possess a valid SWAN library card, but does not have to be a resident of Blue Island.

Special School Assignments: When books are in demand for a particular school assignment, a limit of two (2) books per patron is set. Materials may be returned to any SWAN library with the exception of videos.

Renewals

Materials may be renewed in person, by telephone, online or fax on the day the material is due. If another patron has placed a hold on the material, the material cannot be renewed.

Interlibrary loan materials may be renewed the same as above, unless the lending library indicates the material cannot be renewed or another hold has been placed on the material.

Claims Returned

Beginning on September 1, 1994, only two (2) claims returned may be allowed per library card. The third time a patron claims that they have returned something and we have no record of it being returned, the material will be considered lost by the patron. (See section F. Damaged and Lost Materials). The two "claims returned" will accumulate on each card unless the material is found. (Approved 8/10/94)