

# **CIRCULATION POLICY**

## **Chicago Ridge Public Library**

### **LIBRARY CARDS**

#### **Resident Chicago Ridge Public Library Cards**

Persons living in the Village of Chicago Ridge may obtain a library card without charge. A parent's signature is required on the application and library card of anyone between the ages of 5 and 18 years. A photo I.D. and two items of proof of residency is required when applying for a library card. Acceptable forms of identification include the following (originals only; no photocopies accepted);

- A valid Driver's License, or an Illinois state ID
- Current utility bill with address (cable, electric, gas, telephone, water)
- School ID with an address
- Mortgage/lease agreement
- Auto insurance card
- Home owner's insurance
- Green card

Library cards will not be issued later than 15 minutes before closing.

#### **Non-Resident Property Owner's Library Card**

Non-resident patrons who own taxable property within Chicago Ridge, and pay taxes in Chicago Ridge, may obtain one non-resident card without payment of the non-resident fee. The patron must own the property, not rent or lease the property. A card will be issued to the person whose name is on the tax bill. Patron must submit a current tax bill. The card is valid for one year from the date of issuance.

#### **Non Resident Cards**

##### **Business Card**

The Chicago Ridge Public Library will issue a library card to a local business (not an individual) for "Business Use Only." The card is valid for one year. Any firm, business or corporation owning taxable property within the library's boundaries is eligible for a library card at the Chicago Ridge Public Library under the following conditions:

- An officer of the business submits a request for a card on official letterhead designating the individual's who are authorized to use the card (maximum of four names).
- The library card is used solely for business purposes. The library card remains on file at the library and is requested by the authorized individual each time they visit the library. Card users may be asked to show photo identification.

### **Staff Card**

A Chicago Ridge Public Library card may be issued to staff members who reside outside the corporate limits of Chicago Ridge. The card will be cancelled when the staff member leaves the library's employment.

### **Teachers Card**

Chicago Ridge Public Library Teacher Loan Cards are available to teachers who teach in School District 127 1/2, Our Lady of the Ridge, and Penny Lane School which are located within Chicago Ridge. Teacher Loan Cards will be valid for one school year (August through June). The Teacher Loan Card is to be used to check materials out that will be used within the classroom, for the benefit of the school and its students and should not be taken home by the students. There is a limit of 30 items per card. Teachers will be charged for any lost or damaged materials. Current library policies regarding loss, damage, and overdue periods will be in effect for materials checked out. The Teacher Loan Card is not intended to serve in place of a personal library card nor is it intended to provide library service to an employee living in an area untaxed or unserved for library service.

### **Replacing a Lost or Stolen Card**

Lost or stolen cards will be replaced with proof of residency. If the card has not expired, the cost of a replacement card is \$2.00. Expired cards are replaced at no charge.

### **Circulation – Length of Loans**

<b>ITEM</b>	<b>LENGTH OF LOAN</b>
Books	2 weeks
Audio Books	2 weeks
Magazines	1 week
CD-ROMS	2 weeks
Nonfiction movies	2 weeks
Fiction movies	1 week
DVD TV series	2 weeks
Music/CD's	2 weeks
Hot Copy	1 week
Console games	1 week
E-readers	2 weeks
Puzzles	2 weeks
Board games	1 week

Cake pans	1 week
Digital media	2 weeks
Flashcards	2 weeks
Kits	2 weeks
Thematic bins	2 weeks
OL Museum Pass	3 days

### **Items Borrowed:**

Patrons may borrow up to 100 items at a time. No more than 10 of these items may be featured film DVD's or BluRays; and no more than 10 of the items may be CD's or audiobooks. No more than 5 digital media. No more than 5 of these items may be console games. Patrons may have no more that 50 reserves at any given time. Patrons must be 18 years or older to check out movies or console games.

### **CIRCULATION FEES AND FINES**

The Chicago Ridge Public Library has established, in addition to the schedule for lost or damaged items, the following schedule of fines for overdue materials as well as fees for other services provided by the Chicago Ridge Public Library.

#### **Overdue materials**

Books	.10 per day, not to exceed \$5.00, per item
Audio Books	.10 per day, not to exceed \$5.00, per item
Magazines	.10 per day, not to exceed cost of item
CD-ROMS	.10 per day, per item
Nonfiction movies	\$1.00 per day, not to exceed \$10.00, per item
Fiction movies	\$1.00 per day, not to exceed \$10.00, per item
DVD TV series	\$1.00 per day, not to exceed \$10.00, per item
Music/CD's	.10 per day, not to exceed \$5.00, per item
Hot Copy	\$1.00 per day until returned, per item
Console games	\$1.00 per day, not to exceed \$10.00, per item
E-readers	\$1.00 per day, not to exceed \$10.00, per item
Puzzles	.10 per day, not to exceed \$5.00, per item
Board games	.10 per day, not to exceed \$5.00, per item
Cake pans	.10 per day, not to exceed \$5.00, per item
Digital media	.10 per day, not to exceed \$5.00, per item
Flashcards	.10 per day, not to exceed \$5.00, per item
Kits	.10 per day, not to exceed \$5.00, per item
Thematic bins	\$1.00 per day until returned, per bin
OL Museum Pass	\$10.00 per day until returned

## **Fees**

Copies	.10 per page, black and white .25 per page, color
Fax	\$1.00 for cover sheet, .25 each additional page
Computer Printouts	.10 per page, black and white .25 per page, color
Internet Usage	Card holding residents are not charged. \$1.00 per hour non residents FREE 15 minute walkup
Collection Agency Fee	\$10.00

Various fees will be assessed for materials returned incomplete (i.e. with missing parts).

## **Family Blocks**

The borrowing privileges of patrons are blocked when their accumulated fines and fees total more than \$5.00 or more. Parents are responsible for the library accounts of their children and their borrowing privileges are linked together. If the borrowing privileges of a child are blocked due to accumulated fines or fees, the borrowing privileges of the parent will also be blocked. If the privileges of the parent are blocked, all children linked to the parental card will also be blocked until the reason for the block is resolved.

## **CIRCULATION – LOST AND/OR DAMAGED MATERIALS**

Materials borrowed from the Chicago Ridge Public Library are the responsibility of the library patron. The cost of lost or damaged material will be determined by the cost listed on the SWAN database and/or the Technical Services Department. If the material is judged by a department supervisor to be damaged and unsuitable for the collection, a full replacement cost and a processing fee will be charged. Replacement cost is the responsibility of any patron who loses or damages any library material. Replacement items are not accepted. In the case of children under the age of 18, it is the parents' responsibility to pay for lost or damaged items in accordance with the following schedule of terms:

- A charge will be added to the patron's record.
- The patron is informed that the item will be held for 60 days during which time they may pay for the item. The patron may then keep the item.
- If the patron has not paid after 60 days, the item is then discarded and the charge remains on the patron's record.
- Materials borrowed through interlibrary loan which are lost or damaged are charged to the patron according to the bill provided by the lending agency.
- A processing fee of \$5.00 will be charged for any and all lost or damaged items.

If a Chicago Ridge item that was reported lost and paid for is found within a 90 day period after the due date, the cost of the item will be refunded to the patron if the patron has a receipt of payment. Processing fees are not refundable. Interlibrary loan materials are not refundable.

## **CIRCULATION – RESERVES**

Patrons may reserve materials which are not immediately available for patron use but are in the SWAN catalog.

- When the reserved materials are available to the patron who has placed the reserve with an email address on file, the patron will be notified by email and the material will be held for 7 days.
- When the reserved materials are available to the patron who has placed the reserve with no email address on file, the library will notify the patron by phone and the material will be held for 7 days
- If the patron is not available by phone, a message will be left. The specific title of the material will not be stated to anyone other than the library patron who placed the reserve.
- Relay of the message to the appropriate person in the household, and prompt retrieval of the material, are the responsibilities of the patron.

Revisions approved June 10, 2013