

Circulation Policy

A primary function of any public library is to allow library users to check out library materials for a defined period of time. Policies surrounding the circulation process should be flexible enough to accommodate special needs and unusual circumstances, yet firm enough to ensure fairness of access to materials. These policies should also fairly balance the needs of the user with the duties of the library staff. They should be as “user-friendly” as possible without sacrificing library organization and efficiency.

NOTE: All circulation policies are subject to the judgment of the Library Director under special circumstances. Any decision made by the Library Director which is disputed may be taken to the Library Board. Decisions made by the Library Board are final.

I. Library Cards:

A. All Borrowers

1. Acceptable proofs of current residency are as listed below:

<p><u>Photo ID's</u></p> <p>Driver's License State ID Passport Firearms ID</p>	<p><u>Non-Photo ID's</u></p> <p>Bill (Current or last month's credit card or utility) Car registration Checkbook with imprinted name and address Driver's permit Lease Recent Post Office forwarded mailing label Mortgage School registration Voter's registration card</p>
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2. Each library card is for use by the person whose name is on the card only.
3. All materials checked out on a library card are the responsibility of the person whose name is on that card.
4. In accordance with the Library Records Confidentiality Act, no information contained in a person's record may be made available to anyone other than that person. (75ILCS70/1)
5. If a library card is lost or stolen, notify the library immediately so your account will be protected.
6. Lost or stolen library cards may be replaced with proof of residency and a fee of \$2.00.
7. It is the responsibility of the cardholder to notify the library if there is a change of address.

Resident Borrower:

1. Any person age 16 and older who resides within the Sycamore Library taxing district may obtain a library card by completing an application and providing proof of residency by showing either one current photo ID with present address or photo ID and two non-photo proofs of current residency.
2. A resident card is valid for three years from the month of issue.
3. A library card may be renewed by presenting the card at the circulation desk with one current proof of identification.
4. Children five years old and older may have their own library card. A parent or legal guardian must sign the application until the child reaches the age of 16. Parent's identification is accepted as proof of residency for the child. Children that have a library card have access to the Internet computers. Parents are financially responsible for any activities on the card.
5. Each library card is for use by the person whose name is on the card only.

B. Corporate and Property Owner Borrowers:

1. The Sycamore Public Library will issue one library card to any business within the city of Sycamore.
2. The library card is for use by the owner or manager of the company only.
3. The Sycamore Public Library will issue a library card to any person who owns property within the city of Sycamore when the property owner shows his/her most current tax bill and signs the registration form.
4. The corporate and property owner cards are valid for three years from the month of issue.
5. The borrower is entitled to full reciprocal borrowing privileges and services.

C. Non-Resident Borrower:

1. In accordance with Illinois Compiled Statute 75 ILCS 5/4-7.12, any person who resides outside the Sycamore Public Library taxing district and within the Sycamore School District may obtain a borrower's card by completing an application, furnishing either one current photo ID or a photo ID and two non-photo ID's as proof of current residency, and paying the non-resident fee currently in effect.
2. All Members of a non-resident borrower's household 5 years and older are entitled to individual library cards. Children that have a library card have access to the Internet computers. Parents are financially responsible for any activities on the card.
3. A non-resident card is valid for one year from the date of issue.
4. Each library card is for use by the person whose name is on the card only.

D. Reciprocal Borrower:

1. Any person holding a valid library card from a library participating in the Illinois Reciprocal Borrowing Program (They loan to our patrons and we'll loan to theirs) may borrow materials upon verification that the borrower's card is in good standing at the home library.
2. If not in the online system, an application will be filled out and data will be added to the system.
3. Reciprocal borrowing privileges are valid until the user's home library card expires.
4. All Sycamore Public Library policies apply.
5. A reciprocal borrower needs to place requests for items or inter-library loan service at their home library.
6. Each library card is for the use of the person whose name is on the card only.

II. Lending Policies:

A. Lending Periods

1. **One (1) week:** Puzzles, Videos, DVD's
2. **Three (3) weeks:** Juvenile books, Adult Fiction, Adult Non-Fiction, Audio Books, Reading Connections, CDs, Magazines, Read-Alongs, and Hooked on Phonics
3. **One (1) week non renewable \$1.00 Rental Fee:** New DVD's
4. **Library Use Only:** Newspapers, Current Issues of Magazines, Reference Books, Microfilm.

B. Renewals:

1. If there are no requests by other patrons for an item, it may be renewed for an additional loan period. Renewals may be made in person, online, or over the telephone. You will need your library card number to renew materials.
2. Overdue items may be renewed by phone or by coming into the library. Cardholders will be advised of the past due fees.
3. Materials borrowed from other libraries are subject to the policies of the lending library in regard to renewals.

C. Reserves, Holds, Waiting List, Requests or Inter-library Loan:

1. Any eligible cardholder may reserve (be put on a waiting list for) library materials that are checked out. No item may be reserved for a specific date.
2. Reserves may be placed either in person, online, or over the telephone.
3. Once a cardholder has been contacted by telephone regarding the availability of a reserved item; that item will be held for five business days.
4. Patrons may opt to receive courtesy email notifications as a reminder that items will be due in three days.

D. Extended Loan Periods:

1. Any Sycamore Library cardholder in good standing may request an extended loan period of up to double the regular lending period for Sycamore Public Library materials.
2. Extended loans are limited to a maximum of 30 items.
3. High demand materials such as new books, DVDs, or hot school topics may be limited at the discretion of the Department Head.

E. Fees:

1. Past due fees are charged for materials returned after the due date. The fee rates are as follows:
 1. **Books, Magazines, Puzzles, Audio Books, Compact Discs, Tapes, Videos, DVD's:** Rate: \$0.10 per day per item. Maximum charge per item--\$10.00
 2. **Interlibrary Loan Materials:** Rate: \$1.00 per day per item. Maximum charge per item--\$20.00
3. Borrowing privileges are suspended when fees go over \$5.00.
4. Notices are sent as a reminder when materials are 2 weeks and 4 weeks overdue.
5. A final bill is sent when materials are 6 weeks past due. Borrowing privileges are suspended until the account is cleared.
6. A 50¢ maintenance fee will be charged on all DVD'S.
7. Library cards must be in good standing. Fines and fees over \$5.00 must be paid and overdue materials returned to be allowed computer privileges.

Library Cards:

1. You must have your library card present to check out materials. If you do not have your library with you, you may show a picture ID which has your current address on it. Your library card is the best way for the library to ensure that materials are checked out to the right person and to keep your account private.
2. Library cards may be replaced for a \$2.00 fee.
3. If a card is lost or stolen, notify the library immediately so your account will be protected.
4. Any materials that are checked out on the card are the responsibility of the cardholder.
5. Each library card is for use by the person whose name is on the card only.
6. It is the responsibility of the card holder to notify the library if there is a change of address.
7. In accordance with the Library Confidentiality Act, no information contained in a person's record may be made available to anyone other than that person. (75ILCS70/1)

G. Lost and Damaged Materials

1. Materials that are lost or damaged beyond repair by any borrower, including members of the Board of Trustees, staff and their families will be charged at the current retail price of lost item and a \$5.00 processing fee.
2. If the current retail price is unavailable the following prices will apply:

Fiction	\$ 25.00 per item
Non-Fiction	\$ 45.00 per item
Mass-market paperbacks	\$ 8.00 per item
Trade paperbacks	\$15.00 per item
Juvenile Hardcover Fiction	\$18.00 per item
Juvenile paperback	\$6.00 per item
Juvenile non-fiction	\$30.00 per item
Audio Books	\$75.00 per item
Compact Discs	\$20.00 per item
Video Tapes	\$20.00 per item
DVD's	\$30.00 per item
Puzzles	\$20.00 per item
Magazines	\$5.00 per item

3. All damaged items will be evaluated by a department head to determine if the items need to be repaired or replaced and fees will be assessed.
4. Borrowers who pay for damaged materials may, if they choose, have the damaged item.
5. A \$5.00 per item processing fee will be charged for any item that needs to be replaced or requires major repair. (This does not apply to 6 - 10 of this section.)
6. A \$2.00 per magazine processing fee will be charged for any magazine that needs to be replaced or requires major repairs.
7. A \$1.00 per item fee will be charged to replace barcodes or video box doors.
8. A \$3.00 per item fee will be charged to repair or replace video boxes, DVD/CD cases and kit bags.
9. A \$10.00 per item fee will be charged to replace audio book boxes.
10. A \$10.00 per cassette or CD fee will be charged for the replacement of damaged cassettes that are a part of a Recorded Books, Books-on-Tape, or Random House audio book. All other audios will be charged at full replacement cost.
11. A full refund minus the amount of fines and fees for materials lost and paid will be made if the materials are returned in good condition with the original receipt within ninety (90) days of the date of payment for the loss.