

Circulation Policy

A primary function of any public library is to allow library users to borrow 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.

At the Sycamore Public Library, the right to privacy is the right to open inquiry without having the subject of one's interest examined or scrutinized by others. Confidentiality exists when The Sycamore Public Library is in possession of personally identifiable information about users and keeps that information private on their behalf.

Protecting user privacy and confidentiality has long been an integral part of the mission of libraries. The ALA has affirmed a right to privacy since 1939. Existing ALA and Sycamore Public Library policies affirm that confidentiality is crucial to freedom of inquiry. Rights to privacy and confidentiality also are implicit in the Library Bill of Rights guarantee of free access to library resources for all users.

In accordance with the Library Records Confidentiality Act (75ILCS70/1) and the First Amendment of the Constitution, no information contained in a person's record may be made available to anyone other than that person regardless of age or relationship.

The Sycamore Public Library recognizes that a family may want to share information regarding their account. The library offer three types of library cards for residents and non-residents; a family card, a personal user card, and a child card. Each patron may have their name attached to only one library card.

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.

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I. Library Cards:

A. All Borrowers

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

Photo ID's
Driver's License
State ID
Firearms ID

Non-Photo ID's
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

2. Each library card is for use by the person or family 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 regardless of age.
4. You must present your library card or a valid picture ID to access your account information or to check out or renew materials. 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.
5. In accordance with the Library Records Confidentiality Act (75ILCS70/1) and the First Amendment of the Constitution, no information contained in a person's record may be made available to anyone other than the person named on the account regardless of age or relationship.
6. If a library card is lost or stolen, notify the library immediately so your account will be protected.
 - Lost or stolen library cards may be replaced with proof of identity and payment of a fee.
 - Personal card sets will be replaced for \$3.00. Non-resident card replacements are \$2.00.
 - Family cards will be replaced for \$3.00 for the card set (credit card and key chain card or two non-resident cards) and 50¢ for each additional barcode on a keychain card or non-resident card.
7. Replacements fees for damaged cards are \$2.00 for keychain cards and nonresident cards and \$3.00 for card sets (credit card sized and keychain card). Proof of identity is required.

8. It is the responsibility of the cardholder to notify the library if their personal information has changed.
9. Patrons may access their account information online. In the patron account, you can see what you have checked out, on hold, and any fines. In addition you have the ability to opt into tracking reading history, receiving text notifications, updating phone and email information, editing pin number, as well as paying fines or fees with a credit card.

B. Types of Cards Available:

1. Personal Card:

- i. A person age 16 and older 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.
- ii. A resident card is valid for three years from the date of issue.
- iii. A library card may be renewed by presenting the card at the circulation desk with one current proof of identification.
- iv. The library card is for use by the person whose name is on the card only.

2. Children's Card:

- i. A parent may choose to allow their child(ren) eight years and older to have their own library card. The 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.
- ii. Children that have a library card have access to everything in the library including all books, movies, and the Internet.
- iii. A child has the same right to privacy and confidentiality as all other patrons.
- iv. The child is financially responsible for any activities on the card.
- v. The library card is for use by the person whose name is on the card only.
- vi. The maximum number of items that may be checked out on a child's library card is 20.

NOTE: "We affirm the responsibility and the right of all parents and guardians to guide their own children's use of the library and its resources and services."

The Sycamore Public Library maintains that parents—and only parents—have the right and the responsibility to restrict the access of their children—and only their children—to library resources. Parents who do not want their children to have access to certain library services, materials, or facilities should so advise their children. The Sycamore Public Library librarians and library governing bodies cannot assume the role of

parents or the functions of parental authority in the private relationship between parent and child.

The parent who has signed the application has the right to restrict use of the library by withdrawing a child's library card at any time.

The parent who has signed the application may restrict a child's access to the Public Computers by requesting that access be blocked for that child's card.

3. Family Card:

- i. All members of the same household who can show the same address as their current address with approved identification.
- ii. One library card number is issued for the whole family. All family members eligible to use the card will be listed on the account and will be given a library card.
- iii. A resident family card is valid for three years from the date of issue.
- v. A non-resident family card is valid for one year from the date of issue.
- vi. A library card may be renewed by presenting the card at the circulation desk with one current proof of identification.
- vii. The Family card may be used for Internet access by one person listed on the card. All additional family members listed on the card may have access to the Internet. Each individual is eligible to receive their own Internet Card Number for accessing the Public Computers.

C. Residential Status

1. Resident

- i. A Resident is any person who resides within the Sycamore city limits.

2. Non-Resident

- i. 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 Library card by completing an application, furnishing either one current photo ID or a photo ID and two non-photo IDs as proof of current residency, and paying the non-resident fee currently in effect.
- ii. All Members of a non-resident borrower's household 8 years and older are entitled to individual library cards or may choose to obtain a Family card. **See above information regarding Personal Cards, Children's Cards and Family Cards.**
- iii. A non-resident card is valid for one year from the date of issue.

- iv. Each library card is for use by the person or family whose name is on the card only.

3. Non-Resident Corporate and Property Owner Card:

- i. A business owner who resides outside the City of Sycamore but owns business property within the City of Sycamore, may receive one non-resident corporate library card by providing his/her most current business property tax bill and completing the application.
- ii. A person who resides outside of the City of Sycamore limits but owns property within the Sycamore city limits, may receive one non-resident library card when the property owner shows his/her most current property tax bill and completes the application.
- iii. Privileges and use of the library are extended to only one such non-resident for each parcel of taxable property in accordance with Illinois Compiled Statute 75 ILCS 5/4.12.
- iv. The corporate and property owner cards are valid for one year from the date of issue.
- v. The borrower is entitled to full reciprocal borrowing privileges and services.

4. Reciprocal Borrower:

- i. 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. (Most libraries in Illinois participate)
- ii. If patron's library is not in the online system (PrairieCat), an application must be completed, home library must be contacted to verify that patron is in good standing, and the data must be added to the circulation system.
- iii. Reciprocal borrowing privileges are valid until the user's home library card expires or up to three years from date of registration at Sycamore Public Library.
- iv. All Sycamore Public Library policies apply.
- v. A reciprocal borrower whose library is not a fully participating member of PrairieCat (the online system) needs to place requests (holds) for items or interlibrary loan service at their home library.
- vi. Each library card is for the use of the person whose name is on the card only.

Lending Policies:

A. Lending Periods

1. **One (1) week:** Movies (DVDs)
2. **Three (3) weeks:** Books, Audio Books, Music CDs, Magazines, Kits, TV Series on DVD, and Puzzles
3. **One, two or three weeks:** E-Books and E-Audio Books, you choose.
4. **Library Use Only:** Newspapers, Reference Materials, Microfilm.
5. **Limits:** DVDs (movies and/or TV series) and Music are limited to ten of each type. It is up to the patron to decide on limits for other material types. Be aware that fines can accrue quickly when materials are not returned by the due date.

B. Renewals:

1. If there are no requests by other patrons for an item, materials may be renewed for 1 (one) additional loan period.
2. Renewals may be made in person, online, or over the telephone. You must have your library card number available to renew materials.
3. Overdue items may be renewed by phone or by coming into the library. Fines will accrue. Cardholders will be advised of the past due fees.

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. You will need your library card number to reserve materials.
3. Once a cardholder has been contacted by telephone or email regarding the availability of a reserved item, that item will be held at the circulation desk for six days.

D. Extended Loan Periods:

1. Any Sycamore Public 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.
 - i. **Books, Magazines, Puzzles, Audio Books, CDs, DVD's, Kits:** Rate: \$0.20 per day per item. Maximum fine per item--\$10.00. Items not returned within

6 weeks will be billed at the full price of the item plus a processing fee. If the item is returned, only the maximum fine will be charged.

- ii. ***Interlibrary Loan Materials:*** Rate: \$1.00 per day per item. Maximum charge per item--\$20.00
2. Borrowing privileges are suspended when fees are \$5.00 or more than 5 items are overdue.
3. An automated courtesy notice is sent by phone or email three days before the item is due and an automated friendly reminder is by phone or email sent when items are 7 days past due.
4. Automated phone, email or paper notices are sent as a reminder when materials are 2 weeks and 3 weeks, overdue. A bill is sent by mail at 4 weeks past dues and a final bill is sent by mail when materials are 6 weeks past due. The bill includes the full price of each item and a processing fee. All library privileges are barred until the account is cleared.
5. Library accounts must be in good standing. Fines and fees over \$5.00 must be paid and overdue materials returned to be allowed computer privileges.

F. 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 plus a processing fee.
2. All damaged items will be evaluated by library staff and fees will be assessed to the patron's account.
3. Borrowers who pay for damaged materials within 14 days may have the damaged item. All damaged items that are left in the library for longer than 14 days will be discarded. The fees will remain on the account until they are paid.
4. 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 5 - 9 of this section.)
5. In addition to the cost of the magazine, A \$2.00 per magazine processing fee will be charged for any magazine that needs to be replaced.
6. A \$1.00 per item fee will be charged to replace barcodes.
7. A \$8.00 per item fee will be charged to replace a complete DVD packet. \$6.00 for Display case, and \$2.00 for DVD sleeve.
8. Locked CD/DVD cases are \$3.00 for replacement.
9. A \$15.00 per item fee will be charged to replace CD set boxes.
10. A \$10.00 per CD fee up to the full price for the replacement cost will be charged for the replacement of damaged or lost audio CDs.
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.
12. Library card cases are 50¢ each.