



## Borrowing Policy

### LIBRARY CARDS

Sycamore Public Library cards are available at no additional cost to residents of and those owning property within the City's taxing district. Proof of residency or ownership is required at the time of application. A parent/guardian must sign the application for children under 16 and provide proof of residency on the child's behalf. Resident cards are valid for three years from the date of issue and ownership cards are valid for one year from the date of issue.

Students attending Sycamore Public Schools and teachers employed by Sycamore Public Schools are eligible for a limited-use Sycamore Public Library card at no charge. Proof of student registration or teacher employment is required at the time of application. Student and teacher cards are valid for one year from July through June.

Patrons who hold a valid library card from a library within the Reaching Across Illinois Library System (RAILS) can register as reciprocal borrowers at Sycamore Public Library. Home library card and proof of address are required at the time of application. Reciprocal borrower privileges are valid for the same duration as cards issued by their home libraries (verified at the time of application).

Patrons who don't fit into one of the above categories may apply for fee-based non-resident library cards, which entitle users to all Sycamore Public Library privileges. Immediate family members residing in the same household may be added to the non-resident card as authorized users. For more information on how fees are calculated, please see the [Non-Resident Fee Card Policy](#).

Cardholders may have their cards linked to other family members for purposes of picking up reserved items, paying fines, renewing items, or verifying items checked out.

### MATERIALS

Item Type	Item Limit	Loan Period
Books	Unlimited	3 weeks
Audiobooks, Playaways, CD's	10	3 weeks
DVD's, Videogames, & Magazines	5	1 week
Kits	1	3 weeks
Hotspots	1	1 week
Launchpads	1	1 week

### **Fines**

A 1-day grace period is offered before materials are considered overdue. Fines are \$0.20 per day per item with the exception of hotspots, which are \$1.00 per day. Maximum fine accrual is \$10. Patrons may continue to checkout materials as long as there are no lost material charges and the overdue fine balance is less than \$10.

### **Damaged Items**

Cardholders are responsible for damage to items they borrow including cases, containers, multiple parts, or additional contents. Damaged items are billed to the patron account at the replacement cost. Damaged items will be offered to the patron to keep. Replacement copies are not accepted in lieu of payment. The library is not responsible for any damage to patron's personal equipment, such as DVD players, through the use of library materials.

### **Lost Items**

Items not returned after being overdue for six weeks will be considered lost. Cardholders are responsible for lost items including cases, containers, multiple parts, or additional contents. Lost items are billed to the patron account at the replacement cost. Lost items may be returned to the library in good condition within three months of payment for a refund minus a \$5 processing fee. Replacement copies are not accepted in lieu of payment.

### **Material Recovery**

After 120 days, accounts with any lost materials will be charged the items' replacement cost(s) and their account will be blocked.