

## **3.1 Circulation**

### **1. Types of Cardholders**

- A. Residents and employees of the Acorn Public Library District are eligible to be issued a library card for a term of three years.
- B. Each local business is entitled to one library card issued to an officer or owner of that business for a period of one year.
- C. Teachers who do not reside within the district but who are employed by a school located within it are entitled to a library card issued for a term of one year. Teachers must provide proof of employment and proof of address to receive a card.
- D. **Non-Resident Cards:** Individuals residing in an area unserved by a public library and whose closest public library is the Acorn Public Library may purchase a *non-resident card* from the Library. The fee for this card shall be calculated yearly according to the General Mathematical Formula established by the Illinois State Library (75 ILCS 5/4-7 (12) and 23 Ill. Adm. Code 3050.60). A non-resident card shall be valid for 1 year. This card shall entitle the cardholder to all services provided by the Acorn Public Library District, including reciprocal borrowing.

### **2. Registration and Replacement Cards**

- A. An application must be filled out at the Circulation Desk. A card is issued upon presentation of proof of residence and valid identification, i.e. an Illinois driver's license, a utility bill, or other proof of name and address. If a patron refuses to supply sufficient proof of address or identification, or deliberately withholds information on a library card application, the request for a library card may be denied. A card is issued to all residents in the ninth grade or above upon presentation of a valid high school I.D. card. A card is issued to any child but the signature of a parent or guardian is required.
- B. The library must be notified of change of address or telephone number.
- C. The patron is responsible for any charges related to loss, damage or late return of library materials borrowed on his card. During the current three year registration period, the cost of replacing a lost, misplaced, or destroyed borrower's card is \$3.00. If a borrower's card is lost, the patron must notify the library immediately.
- D. The patron is responsible for all materials checked out on the lost card until the date of expiration.
- E. Any expired card may be replaced free of charge.

### **3. Checking Out Materials**

- A. Any holder of a valid card from the Acorn Public Library or a SWAN library may borrow materials from the Library. Cardholders must present their library cards in order to check out materials. Acorn Public Library District cardholders will be allowed to check out materials without a card if they have valid picture identification.
- B. Acorn Public Library follows the RAILS reciprocal borrowing policies. Patron cards issued by RAILS academic and school libraries are not valid for reciprocal borrowing in public libraries.
- C. Material can be kept without fine until the latest date indicated on date due card or date due slip.
- D. The latest issue of a periodical does not circulate. Reference material does not circulate.
- E. Most items can be renewed, as long as there are no holds on the item.
- F. Loan Periods are as follows:

Item	Loan Period	Renewals
Books, Audiobooks and Periodicals	3 Weeks	2
CDs, TV series, and non-fiction DVDs	3 Weeks	2
Streaming Media Devices	2 Weeks	None
New Release fiction DVDs	3 Days	None
Older fiction DVDs	1 Week	None
CD-ROMs and Video Games	1 Week	None
Hot Copy Items	1 Week	None
Hot Copy DVDs	3 Days	None

- G. Vacation Loans: Materials that do not have reserve status are eligible for a four week vacation loan. Arrangements for vacation loans are made at the Circulation Desk at the time of checkout. Vacation loans are only available to Acorn Public Library District cardholders. Vacation loans are not available for new items or for fiction DVDs.
- H. Only 3 Video Games per card may be check out at a time.
- I. Only Acorn Public Library Card Holders may check out Hot Copy materials.

#### 4. Lost or Damaged Library materials.

- A. If an item is reported lost, the patron will be charged the current retail price of the item, plus a \$5.00 processing fee. The cost of lost material will be determined by the cost listed in the SWAN database or by the price charged by the Library's primary collection development service. Special holders shall be charged at current cost. If the item is subsequently returned within one month, the current retail price is refunded upon presentation of a valid receipt. The patron, however, is responsible for all overdue fines incurred from the original date the item was due until the date on which he/she paid for it, or the date on which it was reported lost.
- B. If library material is damaged, the patron will be charged an amount to be determined by the Director, based upon the severity of the damage and further usefulness of the item.
- C. If library material is damaged beyond repair, the patron shall be charged the price of the item as listed in the SWAN database or by the Library's primary collection development service, plus a fee for processing.

#### 5. Reserves

- A. Library material may be reserved for eligible borrowers by Library staff or online by the patron. The patron will be notified by library staff when the material is available to be picked up. Reserve materials will not be held more than five days, not including the day of the phone call by which the patron was notified. Due to patron confidentiality, library materials may not be picked up by anyone other than the patron unless prior permission for third party pickup is given by that patron and verified by the library staff. Any third party picking up books must provide proper identification to Library staff.
- B. Only Acorn Public Library Card Holders may reserve new fiction DVDs, Streaming Media Devices, and video games. There are no reserves for items classified as *Hot Copy*.

## **6. Homebound Service**

- A. Permanently impaired residents of the Acorn Public Library District who cannot get to the Library may have books delivered to their homes by a member of the Friends of the Library.