

### **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. The library card is valid as long as the resident lives in the district or the employee remains employed with the library.
- B. Non-resident property owners and local businesses that own or lease property that is taxed for library service is entitled to one library card issued to an officer or owner of that business for a period of three years. The business officer or owner applying for the library card must present a copy of the current tax bill or the commercial lease of the taxable property.
- C. **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. Library cards will be issued by the Acorn Public Library District to individuals upon completing a registration application and providing proof of residency. Proof of residency within the District may include either a valid government issued photo ID with current address or a valid government issued photo ID and a document bearing the individual's current address, such as a utility bill, mortgage, lease, property deed, most recent property tax bill, voter registration card, or vehicle registration. If an individual 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. Photo IDs and documents proving residency must be originals; photocopies will not be accepted. Library cards will be issued to ages 17 and younger with the signature of an adult aged 18 or older with whom they reside and who meets the residency requirement.
- B. Library cards will not be issued later than 30 minutes before closing.
- C. The library must be notified of change of address or telephone number.
- D. The patron is responsible for any charges related to loss, damage or late return of library materials borrowed on his or her card. The cost of replacing a lost or misplaced, borrower's card is \$1.00. If a borrower's card is lost, the patron must notify the library immediately.
- E. The patron is responsible for all materials checked out on the lost card.

#### **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. 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. Materials may be kept without fines until the latest date indicated on date due card or date due slip.
- D. 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, CD's and Periodicals	3 Weeks	2
TV series, and non-fiction DVDs	3 Weeks	None
Streaming Media Devices	2 Weeks	None
Fiction DVDs	1 Week	None
Video Games	1 Week	None
Hot Copy Items	1 Week	None
Hot Copy DVDs	3 Days	None

- G. Acorn Public Library Card Holders may borrow up to 100 items total at one time.
- H. Only 3 Video Games per card may be checked out at a time.
- I. Only 10 DVDs per card may be checked out at a time.
- J. Only 5 Audiobooks may be checked out per circulation transaction.
- K. 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 cost of the item, plus technical services processing fee (\$1.00 for periodicals, \$5.00 for all other items). The cost of lost material will be determined by the cost listed in the owning Library's database or by the price charged by the Library's primary collection development service. Replacement items are accepted at the Director's discretion, for items owned by Acorn Public Library. If the item is subsequently returned within one month, the amount paid will be 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 they paid for it, or the date on which it was reported lost.
- B. If there is damage to library material cases or barcodes, the patron will be charged \$1.00 per CD case, DVD/videogame case, and barcode; \$2.00 per audiobook case; and \$10.00 per streaming media device case.
- C. If library material is judged by a department supervisor to be damaged beyond repair and unsuitable for further circulation, the patron shall be charged the price of the item as listed in the owning Library's database or by the Library's primary collection development service, plus the technical services processing fee. Replacement items are accepted at the Director's discretion, for items owned by Acorn Public Library.

**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 seven days, not including the day a notification was sent. 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, new TV Series, Streaming Media Devices, Wi-Fi Hotspots, and video games. There are no reserves for items classified as *Hot Copy*.
- C. Reference materials, current issues of periodicals, new fiction DVDs, new TV series, video games, and streaming media devices are not available through ILL requests both inside and outside the SWAN consortium.

Acorn Public Library Card Holders may place an unlimited amount of reserves within the SWAN system (reciprocal borrowing). Only 10 reserves at a time will be allowed per card outside the system, as an inter-library loan.

### **3.2 Fines and Fees**

#### **1. Overdue Fines**

- A. Overdue fines are as follows:

Item	Fine Per Day
Book, Audiobook, Periodical, CD	\$0.15
DVDs, Non-Fiction DVDs, TV Series	\$1.00
Video Games	\$1.00
Streaming Media Devices	\$1.00
Hot Copy Items	\$2.00

- B. The maximum fine for an individual item is not to exceed the cost of the item.
- C. Library privileges will be suspended when a patron accrues outstanding charges of \$15.00 or more on their account.
- D. Overdue books owned by other SWAN libraries and borrowed via interlibrary loan or reciprocal borrowing shall be charged according to Acorn Public Library's fine schedule.
- E. Overdue notifications are sent out as a courtesy. Patrons are responsible for the timely return of materials, whether or not they receive a notification.
- F. Items not returned 42 days after the final due date, will be billed for the amount of the item plus a \$5.00 processing fee. Bills over \$50.00 not paid within 18 days will be sent to our collection agency and a \$10.00 collection fee will be added to the total bill.

#### **2. Fees**

- A. **Copier:** Copiers are available for public use at a charge of \$.15 per page for black and white, \$.50 for color.
- B. **Fax Services:** Faxing is available to the public at a rate of \$1.25 per page. An electronic cover page and confirmation is available at no extra cost. The Library stops transmitting faxes 30 minutes before closing.
- C. **Computer Use:** Public computers are available to Acorn Public Library patrons for the first 120 minutes for free. After the first 120 minutes, and for those who are not Acorn Public Library Patrons, the cost is \$1.00 per half hour. 10 free minutes are available to all patrons after requesting a pass from the Reference Desk. The cost for printing is \$.15 per page for black and white and \$.50 per page for color.
- D. **Streaming Media and Wi-Fi Devices:** Streaming media and Wi-Fi devices can only be checked out from and returned directly to the Acorn Public Library District. Returning streaming media devices to any other library but Acorn Public Library District will result in a \$10.00 charge.

### **3. Staff Fees and Fines**

It has been determined by the Board that all employees and Board members of the Library are required to pay any fines or fees that accrue to their personal library accounts.