

**WINFIELD PUBLIC LIBRARY
CIRCULATION POLICY**

June 2013

WINFIELD PUBLIC LIBRARY CIRCULATION POLICY

As part of the mission of the Winfield Public Library, the Library provides materials for loan to patrons. The circulation of materials to patrons is provided by the library in order to facilitate greater use of materials and to enhance the informational, educational, and recreational needs of library patrons.

I. THE LIBRARY CARD

Borrowing privileges are granted to holders of a valid card issued by any Illinois public library that participates in reciprocal borrowing. While the public is welcome to use in-house materials and attend programs, extensive reference service is restricted to Winfield Public Library card holders and preference is given to Winfield Public Library card holders in program sign-up.

A. The Library Card

Residents of the Village of Winfield are encouraged to obtain a library card. This library card gives holders certain rights, responsibilities and privileges which include the use of library materials and services under the policies approved by the Winfield Library Board. A holder of a valid Winfield Library card may use that card in all Illinois public libraries that participate in reciprocal borrowing. Those patrons who use the resources of other libraries are subject to the rules and regulations of the Reciprocal Borrowing Agreement of the Reaching Across Illinois Library System. The Winfield Library Board reserves the right to revoke a library card if privileges are abused. (See Abuse of Library Privileges below.)

B. Classifications of Eligibility for Winfield Library Cards.

1. Persons residing or owning property within the incorporated Village of Winfield may obtain a Winfield Public Library card. These cards are valid for three years. Upon expiration of the card, it may be renewed provided the patron is in good standing.

2. Persons residing in areas not served by a public library may purchase a Winfield Public Library card in accordance to applicable laws. The fee for this card is determined by a formula provided by the Illinois State Library. These cards are valid for one year and may be used at the Winfield Public Library and reciprocating libraries.

C. Proof of Residence

Proof of residence or property ownership is required to obtain a library card. This may include any combination of the following: a valid driver's license or other government issued photo I.D., a current utility bill or other official papers such as tax bills, closing papers or rental leases.

D. The Library Card Application

A card applicant will be required to fill out a standard application form including name, address, telephone number, date of birth, and a parent/guardian signature for children under the age of eighteen. This information is confidential and will not be given to anyone other than for the purpose of obtaining overdue fines, fees or library materials as specified under local, state, and federal law. Patrons may borrow items while waiting for the library card application to be processed. Parents/Guardians take full responsibility for materials borrowed and fines and fees incurred on cards issued to children under the age of eighteen.

E. Abuse of Library Privileges

Abuse of library privileges may cause revocation of a library card. Abuse includes but is not limited to:

1. Failure to return library materials. If library material is not returned, the patron is responsible for the cost of the item, and overdue fines incurred including items borrowed through interlibrary loan.

2. Failure to pay overdue fines. Any patron who owes more than \$5.00 in fines or fees may not be allowed to use his/her library card until those fines have been paid. A parent or guardian who has signed the statement of responsibility for a minor may have his or her library privileges suspended when the minor has over \$5.00 in fines or fees. The library privileges of a minor may also be suspended if the parent/guardian who signs for the minor has over \$5.00 in fines.

3. Misuse of the library card. The Winfield Public Library card is for use only by the patron whose name appears on the card. It is not transferable to any other person. The card holder is responsible for all fees incurred through the use of his/her card. The library card, other government issued, or photographic identification must be presented when checking out materials.

4. Lost or stolen cards. If a card is lost or stolen, the patron must notify the library as soon as possible. If the library is not notified, the card holder is responsible for fines incurred. There is a \$2.00 replacement fee for a lost card. If a card is reported lost and then found, it should be returned to the library as the card number has been invalidated.

II. LOAN OF MATERIALS.

A. Loan of Materials

The library reserves the right to limit quantity of items borrowed.

B. Loan Periods.

Books and audio books are loaned for four weeks with two four week renewals available if the material has no reserves.

New books--New adult books and seasonal books are loaned for two weeks with two, two-week renewals if the book has no reserves.

Reference books are for in-library use only, unless a designated staff member allows the item to be checked out.

Compact discs and computer media circulate for two weeks.

Video media circulate for one week unless otherwise noted.

Magazines circulate for two weeks. The most current copy does not circulate.

Newspapers do not circulate.

Pamphlets (Vertical file materials) circulate for two weeks.

Canvas bags available for loan check out for four weeks and may be renewed.

Materials borrowed through interlibrary loan or direct loan are subject to the restrictions placed by the lender.

C. Fines		
Material	Fine per day in cents	Maximum fine in dollars
Adult books	10	10
Adult Audio books	10	10
Children's books	10	5
Children's Audio Books	10	5
Paperbacks	10	5
Magazines	10	5
Vertical file	10	5
Videos	25	10
Canvas bags	10	10
Lost T cards(barcode cards)		\$1.00 each
Lost cases for AV material		\$5.00 each
Lost barcodes		\$5.00 each

Patrons are charged for the replacement cost of any unreturned materials in addition to the overdue fines and a processing fee. A minimum of \$1.00 will be charged for any damage to library materials. Books that are damaged beyond repair must be replaced. "Damaged beyond repair" includes but is not limited to: water damaged, chewed, burned, with substantial stains or markings or numerous ripped pages. If lost material is found and returned before a replacement is purchased, the library will refund the cost of the item, provided it is in good condition, less a \$5.00 processing fee.

- D. Overdue Notices.
Overdue notices will be mailed or emailed when material is two weeks overdue. Second notice is by telephone call made after three weeks. An invoice is mailed after five weeks. The library card is invalidated after six weeks if no attempt to return the materials is made or the borrowing patron has not contacted the library.
- E. Returned Checks.
Any patron whose check is returned for any reason will be charged a \$20.00 fee in addition to the amount of the check.
- F. Renewal of Materials
Materials may be renewed 2 times. Telephone, email, or online renewal of materials is available.

III. RECIPROCAL BORROWING

Qualified reciprocal borrowing patrons have the same borrowing privileges as Winfield library card holders with the following exceptions: reciprocal borrowers may not request materials through interlibrary loan and will receive reserved materials after Winfield library card holders. These privileges may be restricted on high demand materials or collections

IV. PROVISION FOR REVIEW OF THIS POLICY

This policy is the basis for the operation and services offered by the Winfield Public Library. It will be reviewed and/or revised on an annual basis. Any matters not covered in this or any other policy will be handled at the discretion of the Winfield Public Library Board of Trustees.

Signed and adopted by the Winfield Library Board of Trustees this 12th day of June, 2013.

President, Winfield Library Board of Trustees

Secretary, Winfield Library Board of Trustees