

**WINFIELD PUBLIC LIBRARY
CIRCULATION POLICY**

MARCH 2023

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.)

1. Acceptable forms of the Library Card
 - a. Physical Library Card or key tag
 - b. "E-Wallet" or other scanned copy of the Library Card as stored on an electronic device
 - c. Government or school issued photo I.D.
2. Replacement of the Library Card

The physical Library Card and key tag may be replaced for no charge every 6 years at the expiration of the card if either is damaged.
3. 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.

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 with 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.

Upon the annual determination by the library board to issue non-resident cards for the ensuing 12 months, the non-resident fee shall not be charged to students who are eligible both to purchase a non-resident card and qualify to receive free or reduced-price meals under the National School Lunch Program and the National School Breakfast Program. The qualifying student must present documentation from the school or school district that indicates the student's eligibility for free or reduced-price meals. The library shall provide a certification document to be signed by an adult representative of the student applicant's household stating the current household size and current annualized income of the household per 75 ILCS 5/4-7.12.

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, including items borrowed through interlibrary loan.

2. Failure to pay replacement costs of lost or damaged items. Any patron who owes for an item that has been lost or damaged may have borrowing privileges suspend. 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 fees owed for lost or damaged items. The library privileges of a minor may also be suspended if the parent/guardian who signs for the minor owes for lost or damaged items.

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.

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 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 circulate for two weeks with two, two-week renewals if the item has no reserves.

Video media circulate for two weeks with two, two-week renewals if the item has no reserves unless otherwise noted.

LaunchPad Tablets are loaned for two weeks with two, two-week renewals. If the item has no outstanding reserve requests.

Magazines circulate for two weeks with two, two-week renewals if the book has no reserves.

Newspapers do not circulate.

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.

Items will be automatically renewed up to 2 times for patron's convenience. However, items may not be renewed for the following reasons:

1. The items have already been renewed twice.
2. Another patron has a reserve on the item.
3. The borrowing patron's account is blocked or the library card has expired.

C. Replacement cost for borrowed items

Material	Maximum fine in dollars
Lost or damaged Launchpad tablet cases	\$13.00 each
Lost or damaged Launchpad USB charging cable	\$7.00 each
Lost or damaged Launchpad AC power adapter	\$10.00 each
Lost or damaged Launchpad bumper	\$9.00 each
Lost cases for AV material	\$5.00 each
Lost barcodes	\$5.00 each

Replacement costs for all other items shall be the current replacement cost at the time the item is replaced.

In order to reduce barriers to access library materials Winfield

Public Library does not charge overdue fines. Patrons will receive a notification to return materials or pay replacement costs when items become 14 days overdue. Patrons accounts will be blocked when items become 60 days overdue. Patrons are charged for the replacement cost of any unreturned materials. A minimum of \$1.00 will be charged for any damage to library materials. Patrons will be charged the replacement cost for items that are damaged beyond repair. "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.

D. Overdue Notices.

Overdue notices will be mailed or emailed when the material is one to two weeks overdue. A second notice is mailed or emailed when the item is four to five weeks overdue requesting return of the item or payment for the item. The last notice is sent at four months before item is marked lost and patron is assessed the replacement cost. The library card is invalidated after 60 days of items being overdue 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 provided there are no pending reserves. 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.

Winfield library card holders are subject to the rules of the libraries they are visiting when using reciprocal borrowing privileges.

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 8th day of March, 2023.

President, Winfield Library Board of Trustees

Secretary, Winfield Library Board of Trustees