



## Circulation Policy

Policy No. 2C

### Definition of a Valid Card

A Hodgkins Public Library card is valid when it conforms to the following conditions:

- (a) It is registered with the holder's correct name and permanent address in the Library database;
- (b) The outstanding charges against the holder do not exceed \$5.00;
- (c) The person in possession of the card is the one to whom it was issued or, in limited circumstances, authorized to use the card.

### Hodgkins Public Library Card Holders

Hodgkins Public Library Cards are not transferable. The Hodgkins Public Library is not responsible for damages direct, or indirect, resulting from the borrowing or use of Library materials or its equipment.

### Resident Card Holders

Individuals residing within the jurisdictional boundaries of the Incorporated Village of Hodgkins may obtain a Hodgkins Public Library Card that is eligible for system-wide borrowing privileges and valid at all Illinois member libraries. Privileges are rescinded upon termination of residency in the Village of Hodgkins.

### Unincorporated-Resident or Non-Resident Card Holders

Individuals not residing in any territory for which the corporate authority of that territory or private corporation has contracted for library service on behalf of the residents with a public library as provided in Section 4-7 of the Illinois Local Library Act (75 ILCS 5/4-7(8) and Section 30-55.40 of the Public Library District Act of 1991 (75 ILCS 16/30-55.40), may purchase a non-resident card. The price is calculated annually according to the tax bill method.

Only one unincorporated-resident fee will be charged for all residents at one residential address per year. Non-Resident Cards are valid for one year from the date of issuance.

Unincorporated-resident or Non-Resident Card Holders include:

- (a) Individuals residing within the boundaries of unincorporated Village of Hodgkins;



- (b) Individuals not eligible for a library card from another library and residing beyond the jurisdictional boundaries of the Village of Hodgkins whose school taxes are paid to the Hodgkins school.

## Business Card Holders

Individuals residing beyond the jurisdictional boundaries of incorporated Village of Hodgkins, but owning (as an individual, a partner, the principal stockholder, or other joint owner) taxable property within the jurisdictional boundaries of incorporated Village of Hodgkins, or serving as a Senior Administrative Officer of a firm, business or other corporation owning taxable property within the jurisdictional boundaries of incorporated Village of Hodgkins, notwithstanding anything to the contrary in this policy, may obtain one (1) non-resident library card without payment of the non-resident fee upon presentation of the most recent tax bill upon that taxable property; provided however, that in no event shall the privileges and use of the library be extended to more than one (1) individual non-resident for each parcel of taxable property. Each non-resident library card issued pursuant to this section is limited to the exclusive use of the individual whose name appears on its face and will be valid for one (1) year.

## Application for Hodgkins Public Library Cards.

Application for a library card must be completed in person at the Hodgkins Public Library. The person applying must supply his or her current contact information on the application. If mail is received at a post office box, both the post office box address and the street address of their residence must be given. The address and name given on the application must match the address given on their identification.

Adults and residents 14 years of age and older may apply for a Hodgkins Public Library card by completing an application and providing two forms of acceptable identification that show current name and address. One of the two forms of identification shall be a current Illinois driver's license, State of Illinois photo ID or other photo ID showing name and address. The second form of identification may be one of the following that shows current name and address:

- (a) An unopened cancelled (delivered) piece of mail, with a cancellation date within the last 3 months.
- (b) A current insurance card, utility bill, tax bill, vehicle sticker registration or signed property lease.

Resident juveniles under 14 years of age may apply for a Hodgkins Public Library Card by completing the card application including the signature provided in person by an adult Hodgkins resident, 18 years or older, or unincorporated resident card holder who accepts responsibility for the juvenile's use of the card. The signing adult must have a valid Hodgkins Public Library card and accept all responsibility for a juvenile's use of the card.

The replacement fee for a lost or damaged Hodgkins Public Library card that has not expired shall be \$2.00.



## Borrowing Library Materials

To borrow circulating materials from the Hodgkins Public Library, a patron must have a valid Hodgkins Public Library Card or present a valid library card from another Illinois Public Library as a reciprocal borrower. A Hodgkins resident who has a valid card may present a photo ID with name and address on the ID, such as a State of Illinois driver's license or ID, in lieu of the library card and obtain any library services.

Interlibrary Loans and Holds: Patrons with a valid Hodgkins Public Library card may place holds on items in the collections and request interlibrary loans of items. This may be done in person, over the phone or online. If the item requested is obtained from a library outside of Illinois, the patron may incur a charge for processing, plus any fees charged by the lending library.

Reciprocal borrowers are to place interlibrary loan and hold requests through their home libraries. While at the Hodgkins Public Library a reciprocal borrower may request assistance from Library staff. Library staff may help a reciprocal borrower place an ILL request online. All items reserved online must be picked up at the home library.

## Suspension of Library Privileges

Library borrowing privileges will be suspended for such time as the patron owes \$5.00 or has items overdue from the Hodgkins Public Library for over two weeks.

The borrowing privileges of a library patron will be suspended for such time as the patron is indebted to the library as a result of damage to Library property or for the failure to return any Hodgkins Public Library materials after the Billing Notice sent.

The Hodgkins Public Library will not issue cards or provide service to patrons who are known to have overdue obligations (in the form of unpaid fines or overdue/lost/damaged material) at another library in the State of Illinois.

## Confidentiality of Library Records

The Hodgkins Public Library upholds the principles of the American Library Association's Freedom to Read Statement, concerning privacy and confidentiality of personal information. The Hodgkins Public Library subscribes to the Code of Ethics of the American Library Association and is governed by Illinois Compiled Statutes (75 ILCS 70/) Library Records Confidentiality Act: "The registration and circulation records of a library are confidential information."

Further, Library staff will afford the same right to privacy to children as to adults. Unless the Library staff receives written second-party authorization, only the patron who requested the material be reserved (put on hold) or interlibrary loaned may pick up and check it out on his/her card.



## Second-party authorization

A patron, whether adult or youth, may authorize a second-party to check out an item reserved or interlibrary loaned for that patron. This permission information is to be recorded on the patron's record. The patron must grant permission in writing listing those individuals whom s/he allows to check out interlibrary loaned or reserved materials to his/her account. When picking up reserved or interlibrary loaned materials, the authorized second-party should present the library card of the individual who reserved the material. The material will be checked out to this card.

## Loan limits

See Fees/Fines/Loan Chart below for fines, loan periods and limits on quantities of specific types of materials that may be checked out. Library staff may set other quantity limits when needed.

Upon request and at the discretion of the Library staff, vacation loans for up to six weeks may be given. New materials, magazines, DVDs, CDs and are excluded from this privilege.

## Fees/Fines

See the Fees/Fines/Loan Chart below for fines and fees. Overdue fines shall not exceed the cost of the item that is overdue. Patrons who damage or lose library materials will be charged the cost to repair or replace such materials, plus a nonrefundable processing fee of \$5.00 per item.

<b>Item Type</b>	<b>Loaning Period</b>	<b>Charges</b>
<b>Book</b>	3 weeks	\$.10
<b>Audiobook</b>	3 weeks	\$.10
<b>DVD</b>	5 days	\$.25
<b>Videogame</b>	5 days	\$.25
<b>CD</b>	5 days	\$.10

## Lost Items

If a lost item that has been paid for is returned to the Library within 30 days of the payment date and the original receipt for that item is presented, the cost of the item minus the \$5 processing charge will be refunded. The item must be returned in the same condition as when borrowed in order to receive a refund.

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