

# **Dunlap Public Library District**

## **Circulation Policy**

Updated 26 June 2023

### ***Types of Library Cards***

- Juvenile (must be at least 5 years old or have completed the 1,000 Books Before Kindergarten program; expires at age 18)
- Adult (age 18 and older)

### ***Obtaining and Using a Library Card***

Any person who lives or owns taxable property within the Dunlap Public Library District (DPLD) may obtain a DPLD card. To obtain a library card, apply in person. Proof of residency must be shown by providing a government-issued photo ID and/or a recent bill addressed to the resident. Library staff may request to see a photo ID the first time a card is used. Library Cards will expire after two years.

To obtain a juvenile card (issued to those aged older than 5 years and younger than 18 years), an adult who is responsible for the juvenile applying for the card must agree to accept responsibility for the items checked out using that card.

Patrons must apply for, carry, and use their own library cards. Library cards are used to identify borrowers and to expedite and accurately record transactions. DPLD patrons will be allowed to check out materials without a card or card number if they present a valid photo ID. Patrons will be allowed to check out materials without a card, card number or photo ID if they can provide their name and one of the following: address, telephone number, or birth date. Patrons are responsible for all use of their card. If Patrons lose their library card, they must contact the DPLD immediately. Lost cards must be replaced. The replacement fee is \$2.

Patrons may not use a library card registered to another patron, including that of a spouse, without the express permission from the cardholder. Patrons may give permission for family members to collect holds on their behalf. This **must** be on record with our circulation staff before a patron may pick up holds for a family member. Additionally, parents may check out materials on behalf of their children age 17 and younger using the child's card.

### ***Home-School Families***

Families who home-school their children are encouraged to identify themselves to the Library Director or Head of Circulation. These families may request checkout periods be doubled on any DPLD items. Library staff reserve the right to decline this request on any new or highly circulated items. All other limits, fines, and fees apply.

### ***Holds***

The DPLD is a member of the Resource Sharing Alliance (RSA). Most patron hold requests for library materials are automatically filled via this consortium. If an item cannot be found, library staff can attempt to locate the item via OCLC for Inter Library Loan (ILL) if the requester is a DPLD cardholder.

### ***Inter Library Loan (ILL)***

This service is offered to DPLD cardholders only. The requester should not have a blocked account.

On rare occasions, there may be charges associated with the use of ILL items, in which case the patron would be given the choice of requesting the item and paying the associated charges or cancelling the request. Checkout periods are set by the lending library.

***Loan periods, limits, and fines per card***

<b>Item Type</b>	<b>Check out Period**</b>	<b>Limit</b>	<b>Fines per day per item</b>
Books	2 weeks	50	
CDs	2 weeks	5	
Audio Books	2 weeks	5	
Magazine	2 weeks	5	
Movies	2 weeks	5	
Videogames & Switch Games	2 weeks	3	
Board & Card Games	2 weeks	2	
Book Club Kits & Backpacks	2 weeks	2	
STEM Kits	2 weeks	2	
Equipment	Various*	1	
ILL Items	Various*	5	\$1.00

\*May not be renewed unless express permission is obtained.

\*\*Check out periods may be extended in certain circumstances upon approval.

All items may be renewed up to 3 times, unless otherwise specified.

***Fines and Fees***

Overdue fines do not accumulate for items owned by the DPLD. However, overdue fines may be charged for Inter-Library Loan items.

If an item is lost, the patron may not offer the library a replacement copy; the patron must pay to replace the item, and a \$5 processing fee will be applied due to the costs associated with processing an item for library use. If a patron pays for a “lost” item, that is later found, the original “lost” item is considered the property of the patron, and does not need to be returned to the library.

If a patron destroys or loses a piece of a game or kit, the patron will be billed for the cost of that piece, if it can be purchased individually. If that piece cannot be purchased individually, the patron will be billed for the cost of the entire game or kit.

Fees may be applied if items are returned in the drop box, when specifically restricted. Such restrictions will be labeled on the item itself. When in doubt, patrons should personally return items inside the Dunlap Public Library District at the Circulation Desk.

***Recall of Item***

In rare instances, the recall of an item may be required. This decision will be made by the Head of Circulation in consultation with the Library Director, and must coincide with a specific event or activity.

***Claims Returned***

If a patron claims an item is returned, but the item cannot be located, the item will be marked as “claims returned.” If an item is later found at the library, the “claims returned” status will be removed and overdue fines removed. If the item is later returned by the patron, it shall be treated as a normal overdue item.

After 2 “claims returned” items are posted to a patron’s record in the life of the patron card record, additional “claims returned” items will be treated as lost items and the patron’s account will be charged for replacement.

### ***Failure to Return Library Materials / Pay fines and fees***

Failure to return library materials or to pay charged fines and fees may result in collections proceedings. Patrons will be prosecuted to the full extent of the law for theft of or failure to return library materials. Patrons will be responsible for any collection and/or court cost incurred by the library in its efforts to secure the return of material or payment of fines.

### ***Rights of Borrowers***

Pursuant to the American Library Association’s Library Bill of Rights, which states, in part, “A person’s right to use a library should not be denied or abridged because of origin, age, background, or views,” the Dunlap Public Library District will not limit the use of any library material or service by any cardholder. Furthermore, the Dunlap Public Library District will not restrict access to library materials or services to anyone solely on the basis of age. Supervising the use of the library by children under the age of 18 is the responsibility of parents or legal guardians, not library staff. For library privileges, patrons age 18 and older are considered adults under library policy and Illinois Library privacy laws.

The checkout of library materials and use of certain online resources is a privilege extended to cardholders in good standing. This extends to reciprocal borrowers in the RSA Consortium and those holding a valid library card from any Illinois library, except where prohibited by contract (such is the case with certain online resources). Any person has the right to use library materials and resources within the library itself, except where prohibited by contract (such is the case with certain online resources).

### ***Patron Privacy***

Pursuant to the Library Records Confidentiality Act, library staff may not share identifiable patron account information with anyone without the account-holders expressed permission. This includes information concerning spouse’s accounts. Examples of such information include, but are not limited to: items currently or previously checked out, items on hold, fines, and other patron activities. For more information, please see the Confidentiality of Records Policy.

For all juvenile cards, consent to share basic cardholder information to their responsible adult (parent or guardian) is implied.

### ***Internet Use***

The Dunlap Public Library District provides Internet access via an open WiFi connection for personal devices and via library computers designated for public Internet use. Access to the Library’s Internet connection is subject to the Public Access Computer Policy.

There is no charge for use of the Library’s Internet connection and it is available regardless of cardholder status or home library. However, use may be restricted if a patron’s account has \$5 or more in fines.

### ***Other Library Services***

The library offers other services to the public. These services include:

Fax, Photocopy, Printing, Scanning, Disc Cleaning, Laminating, craft equipment; For further information, please see Equipment and Computer Use Policy.

Notary Public - No charge for DPLD Cardholders in good standing. For further information, please see Notary Public Policy.