

## Circulation of Library Materials

Library Cards are to be issued to all borrowers desiring full use of the library. Full use is defined as the privilege of using library materials within the confines of the library building, obtaining information with the help of the library staff, and checking library materials for use outside the building itself. A library patron must have a library card to check out materials, but may use the library for study purposes without a card.

In order to borrow materials from the Taylorville Public Library patrons must have a library card from the Taylorville Public Library, or any library in the Illinois Heartland Library SHARE System. Likewise, Taylorville Public Library cards may be used at any library in the Illinois Heartland Library SHARE System.

A Taylorville Public Library's card is free for anyone who pays property taxes to the Taylorville Public Library. Taylorville Public Library cards are non-transferable. Each patron (or in the case of a minor child – the parent) is responsible for all materials checked out on their card. Taylorville Public Library cards expire every 3 years. An address check will be required to renew the card. If a cardholder moves from the Taylorville Public Library service area, the card will be cancelled. Cards that have been expired for more than three years will be removed from the system and patrons will have to re-apply to get a new card.

## Apply for a Library Card

To apply for a library card, applicants must present a valid state-issued driver's license, a state-issued photo ID card or a federal (passport) photo ID that has their current residential address. If the address on the ID differs from the patron's current residence, the patron will be asked to supply verification of their current address.

Acceptable forms of verification include:

- A piece of mail addressed to the patron at their current residence (postmarked within the last 30 days)
- A utility bill within the last 30 days
- Imprinted bank check
- A current lease or contract (within 30 days) with the applicant's name and address
- A vehicle registration card
- Library mailed self-addressed postcard
- Deed or title for property in the city of Taylorville, IL

Patrons who sign application forms agree to abide by the regulations and guidelines of the Library.

If the card is lost or stolen, it is the responsibility of the card holder to notify the library as soon as possible. Lost or stolen cards can be replaced for a \$3.00 fee.

The Library should be notified of any changes in address, phone numbers or name changes as soon as possible. Mail notifications that are returned to the library for any reason will prompt a patron block, temporarily suspending library card privileges until the contact information has been confirmed.

Registration for patrons under 18 years of age requires parental/guardian signature. The parent or legal guardian of the child/young adult must be present at the time of registration.

#### Confidentiality of Circulation Records

Taylorville Public Library abides by Illinois Law that states that circulation and registration records are confidential information.

Circulation records and registration records shall not be made available to individuals or organizations or to any agency of state, federal or local government except pursuant to such process, order, or subpoena as may be authorized under the authority of, and pursuant to, federal, state, or local law relating to civil, criminal, or administrative discovery procedures or legislative investigatory power. 1 Upon receipt of such process, order, or subpoena, the Executive Director or their designee may consult with the library's legal counsel to determine if the document is in proper order and if there is showing of good cause for its issuance. If the library's legal counsel discovers any defects in the process, order, or subpoena, the Librarian will insist that these be cured before releasing circulation records.

#### Non-Resident Cards

Patrons who are unserved by an Illinois public library, but reside closer to Taylorville Public Library than any other public library are eligible for one Non-resident card per family for a fee. Public Act 92-0166, effective July 1, 2002 requires non-residents to obtain library cards at the closest public library.

Non-residents who pay property taxes to the Taylorville Public Library and their households may obtain a library card free of charge by presenting a valid state or federal ID and a current tax bill providing proof of taxes paid to the Taylorville Public Library for the current year. All family members residing at the residence of the non-resident taxpayer fee payer shall be eligible for a non-resident borrower's card. Non-resident cards are valid for twelve months from the date of payment of the fee.

The annual fee for a non-resident card is calculated in the following manner:

1 If books are lost or overdue, and a fine is incurred, the Library will open circulation records to the affected parties.

Library Local Income divided by Local Population = Per Capita Service Cost X Average Number of People per Household = Average Cost per Household yields the Annual Fee for a Family Card.

## Institution Cards

Institution cards will be issued to businesses and institutions within the Taylorville Public Library tax district. Institutions outside of the tax district may obtain a card by the same process and qualifications as a non-resident patron. One physical card shall be given to one management level personnel liaison per business or institution. The business or institution will be responsible for all materials lost or damaged on their account. All overdue notices will be sent to the attention of the management level personnel liaison whom the library assumes is responsible for keeping track of all materials associated with their library card account in accordance with their own internal policies. It is also the responsibility of the business or institution to maintain accurate records of who can or cannot check out using their account and updating the Library as necessary.

Once an institution card is made a letter will be sent to the responsible management level personnel liaison outlining the rules and privileges associated with the Institution Card.

## Educational Cards

Schools, Illinois Cooperative Extension, hospitals and nursing homes are types of institutions located within the city of Taylorville that may apply for educational cards.

A card will be provided to a teacher, hospital or nursing home administrator, or extension representative that will allow that individual to borrow books to support research in the classroom or the working environment.

A library card will be issued to each teacher in the name of the school with the teacher's name in parentheses after the school address. Materials are loaned for two weeks with one renewal. Videos check out for one week. Each teacher is responsible for returning materials. No overdue fines are charged. The cards are for classroom materials only.

Hospitals and nursing homes may borrow materials. Books may be checked out to the hospital or nursing home administrator or his/her designated representative. Books may be checked out for varying lengths of time, two weeks to three months based on institutional need. No fines are charged. Missing books are the responsibility of the institution.

The Illinois Cooperative Extension center may also borrow materials. The individual borrowing for this institution will follow the same rules as private school teachers.

All cards will be renewed annually.

SAMPLE LETTER

Date

Dear:

The business you work for has been issued a library card with you listed as the responsible party. You and two (2) other employees, listed on the application, are the only people allowed to use the card. The card must be presented to check out materials and the borrower will be asked to sign a log to verify their eligibility. The card must be used for business purposes. Only you, as a management representative, are responsible for the use of the card and the timely return of materials.

The following rules apply to borrowed materials:

1. Books, magazines, and music circulate for a period of two (2) weeks, renewable for an additional two (2) week period.
2. Videos circulate for two weeks.
3. Only two videos may be checked out on the card at a time.
4. The card will be renewed annually.

You, as the responsible person, need to notify us if there is a change in who is eligible to use the card, or if the card is lost or stolen. This must be done either in person or in writing through the mail. The library staff will be happy to help find materials or answer any questions you might have.

#### Loan Period

All materials loaned by the Library are due fourteen days after they are borrowed. Items may be renewed twice. Items may be renewed over the counter, by phone, or through the Library's website, providing that the item is not reserved by another patron and the patron's account is in good standing.

The Taylorville Public Library will only renew materials borrowed from other libraries according to their policies. The Taylorville Public Library will not extend due dates on materials owned by other libraries, without the owning library's consent.

#### Reserve Material

Requests may be placed on materials using the online catalog, or via library staff. Patrons are notified by email, phone call, or text notification when their requested materials arrive at the Library. Requested materials that are not picked up within 8 days of the patron's notification will be returned to the shelves or other lending libraries. Patrons may cancel requests by phone, online, email or in person.

#### Interlibrary Loan

Requests to borrow specific titles not available through SHARE should be made directly to staff. A staff member will order through appropriate sources (First Search, IO, L&C, and OCLC). The patron is responsible for any charges that have occurred to receive the item. The length for inter-library loan varies according to policy of lending library and is noted on the item. The patron is limited to ordering five items at any one time. Patron ordering periodicals must provide volume number, issue number, title of article, pages and dates, plus verification source.

## Fines and Fees

Taylorville Public Library does not charge patrons overdue fines. Patrons who have not returned overdue materials will have their library privileges suspended until either the materials are renewed, returned, or paid for.

Notice will be given to the patron that the materials are overdue within 10 days after their due date. If the materials are not returned, a second notice will be given within 20 days after the first notice that the materials are overdue. Failure to return library materials within 10 days after the second notice will result in the item being considered lost and in a bill for library materials from the library.

Items borrowed from other libraries within the SHARE consortium will be subject to the loan period and renewal policies of the lending library. Items borrowed from other libraries outside of the SHARE consortium will be subject to the loan period, renewal and fine policies of the lending library.

Payment of all fines and fees for all items that are lost or damaged is the responsibility of the library card holder (or in the case of a borrower under 18, the parent or guardian). Patrons who have lost or damaged library materials shall be charged the list price of the material. The Taylorville Public Library will not reimburse replacement costs of items returned after payment has been received.

## Additional Guidelines

1. The Taylorville Public Library circulates all books, recordings, and videos in its collection, with the exception of reference materials and genealogical materials. Periodicals are also circulated with the exception of the current issue of each.
2. The usual circulation time for materials is two weeks. Exceptions to this rule are videos which are checked out for three days. Materials may be renewed once for another period of two weeks or three days, either by bringing them into the library or by telephoning the library.
3. A book will not be renewed if there are names on a reserve list for that item.
4. Books which are lost or damaged beyond normal wear must be paid for by the patron to whom the items were checked out. Payment shall be defined as the purchase price, the book or replacement value, plus \$5.00 for processing.
5. There is no limit on the number of items which may be checked out at one time by a patron after the first use of his card. New patrons are limited to two items the first time they check out. The library staff may limit the number of items checked out, if there is a demand for materials in one subject area due to special circumstances (e.g. school assignments).
6. Patrons owing fines to the library or possessing overdue items may not check out any other materials until these records are cleared. If a family member residing at the same address had library fines, all other family members are restricted from using the library until fines are paid and records are cleared.

#### Special circumstances

1. Print materials obtained through the system (interlibrary loan) for use shall be circulated according to the policies of the Taylorville Public Library, unless otherwise requested by the lending libraries.
2. Non-circulating library materials may not be used outside the library building. These include current periodicals, reference materials, and genealogical materials. Other items may be placed on the non-circulating list at the discretion of the librarian.