



## **Circulation Policy**

### **Types of Library Cards**

#### **Resident Cards**

Residents of the City of Joliet may apply for a library card by completing an application and providing current proof of identity and residency. A valid government issued document with photo, such as a driver's license, state identification card, passport, or Consular identification (CID) cards, is acceptable proof of identity. In the absence of a current valid government issued photo ID, any photo ID that shows one's full name in addition to one of the following documents showing the applicant's current address will be accepted:

- Current government issued document, such as a driver's license or state identification card
- Current voter's registration card
- Utility bill
- Current bill, such as a credit card bill
- Closing papers or lease

Post Office Boxes are not acceptable as proof of current address. Handwritten documents will not be acceptable for verification purposes. If you have one piece of identification that verifies both identity and current address, such as a driver's license, that one piece of identification may be used to meet both requirements.

Juveniles, ages 3 through 17, must have a parent or legal guardian present proof of identity and residency. A parent or legal guardian must sign the application and library card for each juvenile card holder. The parent or legal guardian who signed the original application must be present when renewing the account. The juvenile must be present to obtain a library card. A resident card is valid for 3 years. Children of shared legal guardianship may have up to two Joliet Public library cards or two library cards within the Pinnacle Library Cooperative, based on the permanent addresses of their respective parents or guardians.

#### **Non-Resident Cards**

Residents of Illinois in an area that is not taxed for public library service may purchase a non-resident library card. This card must be purchased from the closest public library to the applicant's home address (per Illinois Public Act 92-0166). Non-resident cards are subject to the same requirements as resident library cards. All members of the household are entitled to a non-resident card upon payment of the non-resident fee. The non-resident fee is

determined annually by the Library Board. A non-resident card is valid for one year from the date of issue.

### **Reciprocal Borrower Cards**

Joliet Public Library accepts reciprocal borrower cards subject to the rules of our library consortium.

### **Business Cards**

Business cards are offered to businesses or organizations, profit or nonprofit, that own or rent property in Joliet. The business owner or manager may apply for a card in person by filling out an application. Current documentation that shows the signees name and the name and address of the business must be presented. The following are accepted documentation:

- Business License
- Property tax bill
- Utility bill
- Lease agreement

A current government issued document, such as a driver's license or state identification card is required. Business cards are valid for 1 year.

### **Property Owner Cards**

Non-resident property owners with proof of payment of Joliet Public Library taxes can apply for a Joliet Public Library card. Non-resident property owners are subject to the same requirements for obtaining a Joliet Public Library card as Joliet residents. Non-resident property owner cards are valid for three years from the month of issue. Library cards are only issued to the property owner(s) listed on the tax bill.

### **Temporary Visitors and Residents in Transition**

Seasonal visitors or residents in transition temporarily residing within Joliet Library boundaries will be eligible to obtain a temporary borrower's card for all library services upon providing a photo ID and a letter from a social service agency, temporary employer and/or landlord/relative or guardian verifying the temporary address. Every 90 days, the temporary visitor can bring in a piece of mail or other acceptable evidence of residency to extend library privileges, or the Library will mail a postcard to confirm residency which will need to be returned by the temporary visitor within 14 days for an extension of library privileges.

### **Lost and Damaged Cards**

In the event that a library card is damaged or reported lost, a replacement card will be issued upon presentation of current identification and current proof of residency. A replacement fee will be charged. The original library card will be invalidated.

## Lending Policies

Library materials shall circulate according to the following rules:

Type of Material	Loan Period	Renewals	Item Limit
Books	21 days	2	None
Books on CD and Books on Tape	21 days	2	10
Doll Kit	21 days	2	1
Fiction Videos/DVDs	7 days	2	5
Hotspot	14 days	0	1
Interlibrary Loan	Varies	Varies	5
Magazines	21 days	2	None
Music CDs	21 days	2	10
Non-Fiction Videos/DVDs	21 days	2	5
Playaways	21 days	2	5
Playaway View	21 days	2	2
TV Series DVDs	21 days	2	5
Umbrella	21 days	2	5

Rules regarding the circulation of downloadable materials will vary by vendor.

Patrons under the age of 18 must have signed permission on file in order to check out Wi-Fi hotspots. Parental Internet Access Consent forms are to be filled out in person and by the parent or legal guardian that signed for the library account. A valid government issued picture ID is required.

The Library reserves the right to limit the number of copies of high demand items that may be checked out.

Renewals shall be granted for the standard loan period from the date of renewal. Items with holds cannot be renewed.

All items must be returned by library closing time on the due date.

Any charges associated with the borrowing or renewal of library materials will be set forth in the *Fee Schedule*.

Items that are not available for loan within the Pinnacle Library Cooperative but which are available for loan by libraries throughout the United States can be borrowed by Joliet Public Library cardholders and reciprocal borrowers with cards from a Pinnacle library through our interlibrary loan service at no charge. Separate loan limits and fee structures apply for items borrowed through our interlibrary loan service.

### **Overdue Materials**

Items that are overdue are assessed late fees as set forth in the *Fee Schedule*. A borrower with more than \$10 in fees or accrued charges for overdue materials may have borrowing privileges and computer use suspended until the material is returned and all charges paid. In order to encourage the return of overdue materials, there is a maximum per item late fee as set forth in the *Fee Schedule*, exclusive of book damage and processing charge. Wi-Fi hotspots overdue more than ten days will be deactivated and reactivation fees and replacement costs will be billed to the patron's account. Overdue notices may be provided as a courtesy by a schedule to be set forth by the Library. Notices can be delivered in a variety of formats. Failure to receive a notice will not be considered grounds for waiving a late fee. Library users are responsible for keeping track of the due date of their library materials.

### **Lost and Damaged Materials**

Borrowers will be charged the prices shown in the item record for damaged or lost material, in addition to a processing fee. If an item is located after payment, a refund will be issued minus the processing fee. Refunds for amounts of \$50.00 and under will be issued immediately. Refunds for amounts over \$50.00 will be sent by check and can take up to two months to be issued. The library will not issue refunds for items located and returned after six months.

Replacement copies may be accepted in lieu of payment under the following conditions:

- The replacement item must be identical or a newer edition.
- The replacement item must be a new copy.
- The replacement item must be in the same format, i.e., a lost hardcover must be replaced with an identical hardcover.
- Audiovisual materials (CDs, DVDs, etc.) must be new and unopened with the original packaging.

The library reserves the right to refuse items that do not meet these requirements. Patrons are advised to contact the library before purchasing replacement items. Once replacement items are accepted, the patron is required to pay the processing fee. Refunds for the cost of the item and the processing fee will not be issued if the original items are located after replacement items are accepted. The library does not accept replacements for Wi-Fi hotspot devices.

### **Materials from Other Libraries**

Loss or damage of materials owned by another library will be billed according to the policy of the owning library, and all payment will be sent to that library. Joliet Public Library cannot issue refunds for other library's items. Patrons must contact the owning library to determine their refund policy. Any refunds for other library's items are issued from and at the discretion of the owning library.

### **Suspension of Privileges**

To ensure that no one library user accrues an excessively high late fee and to ensure that all information on a library user's account is correct, borrowing may be suspended. If a patron has late fees or overdue items from another library, they are subject to the same rules as at Joliet Public Library. His or her card will also be subject to suspension.

A library user may have borrowing privileges denied when the Library has reason to believe that the user has changed his or her address. When this is the case, the library user must present current acceptable identification before being permitted to check out library materials. Library cards may also be barred when the card is expired or when information on the registration form is missing or incorrect.

### **Placing Holds**

Although there is not a limit on the number of holds that can be placed, due to shelf space there may be a limit on the number of items the Library will keep on the holds shelf for any individual patron.

### **Borrower Liability**

Library users are responsible for all materials checked out on their card. Parents or legal guardians are responsible for all materials checked out on juvenile accounts. Parents or legal guardians are responsible for monitoring the selection of library material on juvenile accounts. If a card owner allows others to check out materials on his or her card, those materials are still the responsibility of the card owner. Lost cards must be reported immediately. Library users are responsible for all materials checked out on their cards up to the time the card is reported lost. The library is not responsible for damage to personal property due to the use of library materials.

### **Patron Confidentiality**

Library records are confidential in nature, and we are dedicated to preserving the confidentiality of these records. The Joliet Public Library follows Illinois State Law regarding the confidentiality of library records as listed in the Library Records Confidentiality Act (**75 ILCS 70/1**).

### **Procedures**

Library staff shall develop such rules and procedures as are necessary to ensure compliance with the Joliet Public Library Circulation Policy.

***Exceptions to this policy are at the discretion of the Library Director or designee.***