



## Circulation Policy

### Types of Library Cards

#### **Adult Resident Library 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.

#### **Youth Resident Library Cards**

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. Parents or legal guardians are required to either approve or decline a minor's right of access to public computers and/or access to the Digital Media Studio during the application and renewal processes, or anytime in between. 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.

#### **Youth Non-Resident Library Cards**

Any nonresident minor under the age of 18 living in an unincorporated area of Joliet or its immediate surrounding areas, and whose household falls at or below the [U.S. Department of Agriculture's Income Eligibility Guidelines](#) may qualify for a personal Youth Non-Resident Library card at no cost. This card is issued in the same manner as a Youth Resident Library Card, has the permissions of a Youth Resident Library Card, and may be used only by the cardholder. As per the qualifications of this card type, annual income and number of residents per household is part of the application and renewal process..

### **Household Non-Resident Library Cards**

Residents of Illinois in an area that is not taxed for public library service may purchase a non-resident library card. Non-resident cards are subject to the same requirements as resident library cards. Each member of the household is entitled to a non-resident card upon payment of one household non-resident fee. A non-resident card is valid for one year from the date of issue. The non-resident fee is determined annually by the Library Board, in accordance with **Illinois Public Acts 92-0166, 75 ILCS 5/4-7(12) and 16/30-55. 60**):

*The factor for determining the closest public library shall be the residence of the non-resident. Non-residents shall apply at the participating public library in the school district in which the non-resident has his or her principal residence unless, due to the commonality of community interests, library services at another library that is physically closer may better serve the needs of the non-resident.*

**Non-Resident Taxpayer:** *The library tax rate or equivalent, including all special levies, is applied to the non-resident property owner's principal residence assessed valuation on an individual, case by case basis. The most recent property tax bill will be used. The property owner will pay the same amount as would be paid if the property were in the library service area.*

**Non-Resident Renter:** *The library shall either charge a minimum of 15 percent of the monthly rent as the annual non-resident fee, or devise its own formula. The local formula shall take into account the average local rent of the general community of the public library, the property tax rate, and the non-resident fee for residential homeowners. The library board shall annually determine the percent to be applied to non-resident renters. The renter shall provide to the public library a current rent receipt or a cancelled rent check for verification purposes.*

Joliet Public Library has adopted the Tax Bill Method for both homeowners and renters located outside of the taxing boundaries of Joliet Public Library. As such, non-resident taxpayers are asked to multiply the City of Joliet's current library tax rate (.00####) to their equalized assessed home value, or to multiply the City of Joliet's current library tax rate (.00####) by their yearly rent.

### **Resident and Non-Resident Property Owner Library Cards**

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 requirements for obtaining a Joliet Public Library card according to the model stipulated in the Non-resident section above. 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.

### **Business Owner Library Cards**

Business library cards are offered to businesses that own or rent property located within the taxing areas of Joliet. Non-resident business owners are subject to the requirements for obtaining a Joliet Public Library card according to the model stipulated in the Non-resident section above. Business cards are valid for 1 year.

The business owner or manager may apply for a card in person by filling out an application. A document or letter issued by the administrator or owner and presented by a business employee, thereby giving permission for the library to create an account on behalf of the organization, may also be considered.

One item of current documentation that shows the signer's name and the name and address of the business must be presented to furnish proof of business operations, such as a business license, property tax bill, utility bill or lease agreement. A current photo ID such as a driver's license or state identification card of the business owner, manager, or person granted permission to apply for a Business card, is also required.

### **Institutional Library Accounts**

Institutional accounts are offered to educational, civic, and non-profit organizations that own or rent property located within the taxing boundaries of Joliet. Institutions which reside outside of the taxing areas of Joliet, or which are civic and do not pay, can receive public library services through the implementation of Intergovernmental Agreements, which must be approved by the Joliet Public Library Board of Trustees, and the organizations' governing Board. Institutional cards are valid for 1 year. This card is not intended for personal use.

### **Educator Library Cards**

Educators who personally live within the City of Joliet library taxing boundaries may apply for an educator library card, which can be used to check out materials and to access Joliet Public Library's electronic databases. Use of this library card is intended for educational purposes, and is limited for use at Joliet Public Library only. Check out for print materials is extended for 9 weeks through the use of this library card. Checkouts of interlibrary loans are not permitted. Educator cards are valid for the school year, and will expire on September 1st annually; they can be renewed.

Educators who work in educational institutions residing within the City of Joliet boundaries, or serving Joliet residents, may qualify for a library card through the creation of a Business or Institutional account, mentioned above.

### **Temporary Visitor and Resident in Transition Library Cards**

Seasonal visitors or residents in transition temporarily residing within Joliet Library boundaries will be eligible to obtain a temporary borrower's card for library services upon providing a photo ID and an Address Verification Form 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. Interlibrary loan items are excluded.

### **Students in Transition Library Cards**

Students in transition temporarily residing within Joliet Library boundaries will be eligible to obtain a temporary library card for library services upon providing a photo ID and school course list or proof of enrollment, which will expire annually on September 1st and which can be renewed each year. Interlibrary loan items are excluded.

### **Reciprocal Borrower Library Cards**

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

### **Digital Library Cards**

During such emergencies when the facilities are closed or services are suspended, and at such a time when patrons and/or staff are physically unable to apply for or renew library accounts, the library is authorized to permit residents and non-residents temporary digital library cards at no

cost, subject to the terms of Illinois Library Law. Expirations for digital library accounts are one month past issue date, unless otherwise promoted.

**Veteran and Armed Forces Library Cards**

Residents who are former or current members of the United States Armed Forces, and current members of the United States Armed Forces stationed locally without permanent addresses in the library’s service area, are eligible for a Veteran and Armed Forces library account at no cost.

This account is fine free for all material types, and additionally qualifies veterans and active duty personnel for 100 free prints. Fees for lost and damaged items still apply.

To qualify, eligible residents must present either their driver's license with 'Veteran' designation, officially recognized veteran or military identification cards, or official DD214 form when requesting the card or a change to a current library card account.

This card may not be used by any other individual, and benefits do not apply to family members.

**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 when a library card is replaced twice within a twelve month period. The original library card(s) 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	21 days	2	10
Doll Kit	21 days	2	1
DVDs/Blu-Ray/TV-Shows	7 days (Fiction) 21 days (Nonfiction)	2	10
Interlibrary Loan	Varies	Varies	5
Kits	Varies	Varies	Varies
Magazines	21 days	2	None
Most Wanted (Bestsellers)	7 days	0	None
Music CDs	21 days	2	10
Outreach Print Collection	21 days	2	None

Playaways and Playaway Kits	21 days	2	5
Playaway Launchpads	21 days	1	1
Umbrella	21 days	2	5
Video Games	7 days	2	2

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 access unfiltered computers and the Digital Media Studio. Parental Internet Access Consent forms and Digital Media Studio waivers 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.

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

**Interlibrary Loan**

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 free of charge by Joliet Public cardholders and Pinnacle Library Cooperative cardholders through our interlibrary loan service. Cardholders are limited to 5 requests per day, 5 items checked out at a time, and 15 active requests at a time. Items must be picked up and returned at either of the two Joliet library locations only.

Books, articles, DVDs, Blu-Rays, CDs, and Audiobooks can be requested via interlibrary loan. Their availability depends on the policies of the owning libraries. We will not request items which have been released within 12 months of request. The library will not request textbooks, reference books, kits, digital materials, local history items, or items owned by a Pinnacle library, unless the existing copies of materials within our consortium are unable to be loaned.

**Overdue Materials**

Any charges associated with the borrowing or renewal of library materials will be set forth in the *Fee Schedule*. A borrower with more than \$50 in fees, long overdue items not yet billed, or accrued charges for lost or damaged materials may have borrowing privileges and computer use suspended until the material is returned and charges paid.

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 fee. Library users are responsible for keeping track of the due date of their library materials.

Items which circulate through to Joliet Public Library cardholders via our Outreach service, and which are borrowed in compliance with our Outreach Service Agreement, are exempt from fines and associated fees.

### **Lost and Damaged Materials**

Borrowers will be charged the prices shown in the item record for damaged or lost material. If an item is located after payment, a refund will be issued. 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. The library does not issue refunds for interlibrary loan items.

### **Suspension of Privileges**

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. The library reserves the right to associate and block library accounts that are utilized by an individual other than the cardholder.

### **Hold**

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.

Any adult patron who wishes to permit another adult to retrieve his/her own holds, or his/her child's holds, must fill out a Hold Authorization Form.

### **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 Photographs**

As an identity theft precaution, the Library is permitted to photograph residents for the sole purpose of including the photograph as an identifying piece in our borrower database. Patron photographs must be on file for select library privileges/services.

### **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.***