

NORTHLAKE PUBLIC LIBRARY DISTRICT CIRCULATION POLICIES

Availability of Materials and Resources

Unless noted otherwise, Library materials and resources are available on an equal basis to all individuals holding Northlake Public Library District cards. While this is also true for patrons with a valid library card from another public library, the Library reserves the right to make some categories of materials and resources available to Northlake Public Library District cardholders only, and to make certain materials or classes of materials unavailable for reserve.

It is the responsibility of parents or guardians to monitor their children's selection and use of Library materials and resources.

Confidentiality of Patron Records

As required by the Illinois Library Confidentiality Act, the registration and circulation records of the Library are confidential. No individual's registration or circulation records will be released to any individual or agency, except pursuant to a court order.

Library Cards

Northlake Public Library District cards will be issued to residents of Northlake, Stone Park or unincorporated Leyden Township (Melrose Park, 60164) who present (1) piece of valid identification. (Appendix 1: Types of Identification Needed to Obtain a Library Card)

Although there is no minimum age for obtaining a Library card, the signature of a parent or guardian is required for all applicants under 14 years old. Juvenile applicants, under the age of 14, must be present when applying for a library card, and must be able to sign their own name on both the library card application, and the library card itself. Parents are not permitted to sign library card applications, or library cards, for their children. If the child cannot write their own name (regardless of how sloppy or illegible), they may not have their own library card.

Individuals aged 14-17 may apply for (or renew) their library cards without having their parents present. In the event that they do not have state issued identification, they may bring in their school identification card, plus a piece of official mail, displaying their parent's name and address. (Appendix 1: Types of Identification Needed to Obtain a Library Card)

All delinquencies must be cleared before a library card will be renewed (if expired), or replaced (if lost). If a patron is protesting a fine/fee, they may be permitted to renew their library card without paying the fee. This determination is made on a case by case basis by the Head of Circulation Services, or, by the Library Director.

To renew a library card, patrons must show proper identification, plus have the expired library card at the time of the renewal request. (Appendix 1: Types of Identification Needed to Obtain Library Card.) If a card is expired, the same card is renewed. If the patron does not have the expired card in their possession, the card is considered lost, and the patron must apply for a new library card. There is a fee to replace lost or damaged library cards. (Appendix 3: Fines and Fees)

If a patron is unable to produce the required amount of identification, the Circulation Department can send a postcard to the patron's mailing address. Requests must be made, in person, at the

Circulation Desk, and only (1) request may be made per person. Individuals will need to provide their mailing address so as to facilitate the sending of the postcard. Postcards returned to the library for lack of address, or improper address, will be destroyed, and individuals will need to make a second request. Postcards will be considered valid for 90 days from the date of the postmark, and will be destroyed once the library card has been completed.

Library cards may not be transferred from one person to another. Adults are responsible for their own cards, those of their minor children, and for all materials borrowed with these cards. For their protection, patrons should report lost or stolen cards immediately. Materials checked out on a card up to the time it is reported stolen or lost are the responsibility of the card owner. The Library should also be notified about any change of address, email address, telephone number, or name.

Eligibility for Northlake Public Library District Cards Resident and Property Owner Library Cards

Individuals who reside within the service area of the Northlake Public Library District are eligible for full borrowing privileges, including reciprocal borrowing, without a fee. Resident cards are valid for 3 years as long as the person resides at the registered address. The card is renewable as long as eligibility is retained. Privileges will not be renewed for any cardholder with unpaid fines or charges. Parents or guardians are responsible for fines and charges incurred by minor children. The Library reserves the right to revoke or restrict the use of a Library card if borrowing privileges are abused.

Non-Resident Library Cards

Non-residents who own, and pay real estate taxes on, property located within the service area of the Northlake Public Library District are eligible for Northlake Public Library District cards. When applying for a non-resident library card, a tax bill, or some other acceptable proof of current ownership, must be provided. In accordance with state law, only 1 card, which is valid for 1 year, can be issued for each parcel of eligible property owned in our service areas by a non-resident without additional fee.

a) In accordance with Illinois state law as set forth below, non-resident families may purchase Northlake Public Library District cards for a fee. Payment of this annual fee entitles each member of a non-resident family who resides at the address listed on the Library card registration form to full Library privileges, including reciprocal borrowing. The fee for these cards is set annually by the Northlake Public Library District Board of Trustees in accordance with state law. (Appendix 3: Fines and Fees)

b) Illinois Public Law 92-0166 stipulates that “A person residing outside of a public library service area must apply for a non-resident card at the public library located closest to the person’s residence, and not within the jurisdictional limits of another library.” The rules currently define “closest public library” as meaning a participating public library that serves the high school district in which the non-resident resides or the library physically closest to a non-resident’s primary address.

Homeless Patrons

We are sympathetic to our homeless patrons, and understand that this population has special needs. We will issue library cards to homeless patrons on a case by case basis.*

**This policy is under revision, pursuant to current legislation*

Reciprocal Borrowing

Individuals holding valid cards from other libraries may use them to borrow materials from the Northlake Public Library District. Patrons holding cards from other SWAN member libraries may use their cards without any additional application process required.

Patrons holding cards from SWAN off-line member libraries (such as Lisle PLD, Lansing PL and others), as well as other libraries who may not be members of SWAN (such as Chicago Public Library, Bensenville PLD, Franklin Park PLD and others) will need to have their library card information entered into our computer system. Staff will verify the patron's status in our computer system – if the patron's library card information is already entered into our computer system, they may use their card at our library.

If the patron's record information is not in our computer system, the patron will need to fill out a library card application, and present their valid library card, along with proof of identity/address. (Appendix 1 for list of acceptable identification). The patron's home library will be contacted, and the patron's library card will be verified. Privileges will be extended to the expiry date of the existing home library card.

Reciprocal borrowers are subject to the same conditions, unless their home library imposes more stringent restrictions. Then, the home library limits are enforced, and materials will not be checked-out.

Interlibrary Loan

General

Items borrowed for Northlake Public Library District cardholders from other libraries are subject to all loan periods, fines, rules and regulations established by these other libraries.

Additionally, we will request items through interlibrary loan for patrons of SWAN member libraries, as well as members of nearby, non-SWAN, libraries, such as Franklin Park, Bensenville, Villa Park, Schaumburg Township, Chicago Public Library, etc.

The staff of the Northlake Public Library District may, at their discretion, limit the number of interlibrary loan requests made at one time.

These services are provided at no cost to patrons.

Reciprocal borrowers are bound to the limits established by their home libraries for all transactions, including interlibrary loan.

We are unable to bypass or 'override' any restrictions placed on items by an owning library. By doing so, we may endanger our relationship with the loaning library. This includes restrictions of 'in-library use only' on ILL materials. Any restrictions placed on items will be respected.

Interlibrary Loan items may circulate for a shorter (or longer) time than normally allowed by the Northlake Public Library District. We will attempt to renew interlibrary loan items, but many libraries do not allow for the renewal of overdue materials.

Interlibrary loan materials cannot be renewed if the items have holds. It is recommended that the items be returned to the library, and have holds placed for an additional copy of the same item.

All interlibrary loan items are subject to recall from their owning libraries. When an ILL item has been 'recalled' by the owning library, this means that the item must be returned as soon as possible, usually before the due date. Patrons must return these items as quickly as possible, and place an additional request for another copy of the item.

If an overdue ILL item reached the billed stage, and the owning library sends a bill to the Northlake Public Library District, the patron will be contacted and be given no less than 1 week (7 days) to return the item. If the item has not been returned after that time, the bill will be paid by the Northlake Public Library District, and the patron must reimburse the library for all costs relating to that transaction. Once paid for, the owning library will not accept the items for return.

Out of System Interlibrary Loans (OCLC)

We will only perform out-of-system interlibrary loan (OCLC-ILL) transactions for cardholders of the Northlake Public Library District. Reciprocal borrowers will be referred back to their home libraries.

We ask that patrons limit their requests to no more than (5) items at a time.

For items requested from libraries located outside of Illinois, postage charges will be incurred by the patron. Additionally, lending libraries may choose to impose fees. We will inform patrons of these fees (postage and otherwise) as soon as we are aware of said fees. Patrons will have the opportunity to approve, or decline, the charges.

All OCLC-ILL materials borrowed through the Northlake Public Library District must be returned to the Northlake Public Library District. Returning these items to other libraries can cause patrons to incur overdue fees.

To renew OCLC-ILL items, patrons must contact the Northlake Public Library District before the due date so that we may place your renewal request. Unlike general ILL, OCLC-ILL requires staff intervention from the owning library, and as such, adequate time will be needed to process any renewal requests.

Borrowing Library Materials

Number of Items That May Be Borrowed

A maximum of 200 items per category may be checked out to a patron at any given time. Additionally, limits may be set on certain categories of materials if such limits are needed to meet demand and provide equitable service. (Appendix 2: Item Limits and Loan Periods)

Patrons Without Library Cards

Library cards are used to identify borrowers and to expedite and accurately record transactions. Patrons possessing Northlake Public Library District library cards, who are unable to provide their card but are able to present some other acceptable proof of identity, may still borrow items. (Appendix 1) This service is not available for patrons who hold cards from other libraries.

Minors who are unable to present their cards will be asked to confirm their name and address.

General Loan Periods

Generally, Library materials may be borrowed for 3 weeks, with the following exceptions*:

- a) Fiction DVD/Blu Rays/VHS and Console Games may be borrowed for 1 week, and may be renewed (2) times.
- b) Magazines circulate for (1) week, and may be renewed (2) times
- c) Reference materials may be borrowed in accordance with the reference policy.
- d) Adult eReaders and iPads may only be checked out by NPLD patrons, aged 14 and over.
- e) Children's eReaders and iPads may only be checked out by NPLD patrons aged 13 and younger. It is further required that the items be checked out in the presence of a parent/guardian, due to the value of the item.
- f) Downloadable books may be borrowed for 1 or 2 weeks depending on the patron's preference. This transaction will be performed on the OverDrive website.

* A complete list of loan periods and checkout limits may be found in Appendix 2

Other Loan Guidelines

- g) SWAN Computer outage: In the event of a partial, or total, computer outage, limits as to how many items a patron may check out may be enforced.
- h) Class Assignments: At the discretion of Library staff, items temporarily in high demand for class assignments may be given a shortened loan period or restricted to in-library use.
- i) Reading Groups: The Library will accommodate reasonable requests from local reading groups for multiple copies of particular titles.
- j) Vacation Loan: Patrons may request that a loan period of 6 weeks for any print items for which another Northlake Public Library District cardholder is not waiting. Items obtained via interlibrary loan are ineligible for vacation loan periods.
- k) Renewals: Materials may be renewed twice, except as otherwise noted, for a term equal to their original loan period. Items for which other patrons are waiting cannot be renewed. Items borrowed through interlibrary loan will be renewed only as permitted by the loaning library, and are not guaranteed. (Appendix 2: Item Limits and Loan Periods)
- l) Reserves: Cardholders will be notified by phone or email when items they have reserved are available for pick-up. In the event that a patron cannot be reached via phone, or email, a postcard will be sent to the patron, using the address attached to their library card. Reserved items will be held at the Library for no less than 7 days. Items on reserve must be

checked out on the card on which the hold was placed; said card must be presented at the time of check-out, regardless of who is picking up the items.

Returning Library Materials

Library materials may be returned, in person, at any service desk, or via the materials drop box (book return), located on the north side of the building. The bookdrops are open 24 hours a day, 7 days a week, 365 days a year.

Overdue Library Materials

Fines

Fines are assessed for all overdue materials. Amounts charged vary, depending on the format of the overdue materials. Materials with greater demand will (generally) have a higher amount charged. (Appendix 3: Fines and Fees)

Grace Period

There are no grace periods for any materials checked out from the Northlake Public Library District. However, items owned by the Northlake Public Library District, returned in the dropboxes before the start of business, will have their check-in backdated to the previous business day.

Items borrowed via interlibrary loan are subject to the loan rules established by owning libraries, including grace periods.

Notices

It is essential that patrons keep the library abreast of any changes to their physical address, email address or telephone number, so that we may communicate with our patrons. During the library card application process, patrons are asked if they wish to share their email addresses. Patrons, who choose to provide their email addresses, will have all notices sent to them electronically. Patrons who wish to receive paper notices should not provide their email address to the library, as electronic communication becomes the default once an email address is provided.

When any address becomes invalid (electronic or physical), and notices are returned to the library, we will note this on the patron's record. For invalid email addresses, we will remove the address, and place a note on patron's record, requesting that library staff ask the patron to verify their email address. The invalid email address will be removed from the record, thus allowing paper notices to be generated.

Patrons with invalid physical addresses will have a 'stop' placed on their record, to disallow any additional checkouts, until their addresses have been updated. Once a patron's physical address has been verified, borrowing privileges can be reinstated. (Appendix 1: Types of Identification Accepted for Issuance of Library Card)

When Library material has been overdue for 7 days, a reminder notice is mailed or emailed to the cardholder. A second overdue notice will be sent once the item is 14 days overdue. The Library makes a reasonable effort to ensure that these notices are received, but these notices are sent as a courtesy and failure to receive any overdue notice does not constitute cause for removal or reduction of overdue fines.

Lost and Damaged Materials

If, after 42 days (i.e., 6 weeks after the due date), the overdue material still has not been returned to the Library, this material will be deemed lost and become subject to the policies and procedures detailed below. If an item owned by Northlake Public Library District is lost, the cardholder is billed the catalog list price of the item. Interlibrary loan materials are billed in accordance with rates and policies established by the lending library

Materials that are lost or damaged beyond the point of repair are to be paid for in full at the price listed in the SWAN catalog. Library material checked out on a valid library card is the responsibility of the cardholder until the library card is reported lost or stolen. If the material is lost, the responsible person is required to pay the cost of replacing the item. Full replacement of said object(s) by same or comparable item(s) may be made after consultation with department head or appropriate staff member. For damaged interlibrary loan items, patrons will be billed according to the practices and procedures of the owning library.

For damaged Northlake Public Library District items, that are still serviceable, fees may be charged to patrons to cover repair costs. Said fees are not negotiable. (Appendix 3: Fines and Fees)

If lost material is out of print or no longer available through a catalog vendor, the patron will be charged the replacement cost determined from standard antiquarian or secondary sources. The replacement copy shall preferably be new, but in any case in good repair. Circumstances, such as extensive bibliographic or antiquarian vendor search, may warrant a processing fee, and any appropriate fines will be applied at the librarian's discretion.

a) Billing

Only one bill will be sent. Service to the cardholder will be discontinued until the account is settled. Once this notice has been generated, the patron may pay for an item, replace an item or claim the item as returned.

b) Loss of Privileges

Borrowing privileges may be suspended for any cardholder who has accumulated fines or bills of \$5.01 or more until the charges have been paid or some other mutually acceptable arrangement has been made to settle the cardholder's account.

Notices and billing for materials loaned to cardholders from other libraries are governed by the policies and procedures outlined above, unless other provisions have been made by those libraries.

c) Claims Returned

The 'Claims Returned' option will remove the item from the patron's record, and no additional fines/fees will be assessed for the item. Patrons may utilize this option no greater than (3) times per lifetime, regardless of past number of library cards issued

Material Recovery Services

Once a patron has gone through the steps outlined above, and library materials are still overdue (usually no less than 60 days), patrons (owing \$25 or more in fines or fees) will be referred to Unique Management Services (UMS), a materials recovery service.

All patrons, including juveniles, are eligible to have their patron accounts referred to collection. In the case of juveniles, the correspondence would be addressed to, “The Parents of _____”.

Patrons engaging in reciprocal borrowing or interlibrary loan transactions at the Northlake Public Library District are eligible to be sent to UMS, by way of the SWAN library consortium. Those transactions are serviced by the SWAN Members Services Office in Burr Ridge.

Once a patron’s account has been referred to UMS, patrons may choose to resolve their accounts at the library, or may choose to work directly with UMS to resolve their accounts.

Additional fees will be added to patron accounts that have been referred to UMS. (Appendix 3: Fines and Fees)

APPENDIX 1: TYPES OF IDENTIFICATION ACCEPTED FOR ISSUANCE OF LIBRARY CARD

If the piece of identification in Column A has the patron’s current name and address, then this is sufficient enough identification to issue a library card, or reinstate privileges (if mail has been returned).

If the item from Column A does not have the patron’s current name or address, then, in addition to the item from Column A, they will need to present an item from Column B.

Items from column B should be no greater than 90 days old. If the item in column B is not a state/federal document, or a utility bill, we may ask for the envelope to see the postmarked date of delivery.

The following forms of identification, with the patron name and current address, are accepted:

COLUMN A	COLUMN B
Valid Illinois Driver’s License	Current Utility Bill
Valid Illinois State Identification	Other Current Bills
Matricula Consular (Mexican ID)	Lease/Mortgage (or Mortgage statement)
Passport	Checkbook with Printed Address
	Current Bank Statement
	Current Auto Registration/Auto Insurance
	Other Federal/State Documents

APPENDIX 2: ITEM LIMITS AND LOAN PERIODS

Material Limit

The Northlake Public Library District limits the number of items (owned by the NPLD) that may be checked out per library card to the following:

- Books on Tape/Books on CD/Books on MP3 Disc/Playaways: unlimited*
- Books/Magazines: unlimited *
- VHS/DVD/BLU-RAY: 10
- CDs: unlimited *
- Console Games: 2
- CD-Rom Games: 2
- eReader/iPad: 1
- eBooks: 5
- Kits (Adult or Juvenile): unlimited*

*Patrons of the Northlake Public Library District have an aggregate limit of 200 items checked out, at a time, per card.

Loan Period

Materials owned by the Northlake Public Library District are subject to the following loan periods set by the library:

Standard Loan Period	Material Type	Allow Renewal
3 weeks	Books; Books on CD/MP3 Disc; Kits; Audio CDs, CD-ROMs	Yes
1 week	All Blu-Ray, DVD, VHS. All Magazines	Yes
1 week	eReaders (Kindles, Kindle Fire, etc.), iPads	Yes

Items owned by other libraries are still subject to the rules set forth by that library. We do not know the loan periods, grace periods or fines of items received via Interlibrary Loan.

APPENDIX 3: FINES AND FEES

- Circulation privileges will be suspended once a patron’s fines reach \$5.01 or more. Once fines are paid to below \$5.01, all privileges will be reinstated
- Overdue fines on Northlake Public Library District items:
 - Books, (including Books on CD, Books on MP3 Disc and Playaways) Magazines, CD-ROMs, Kits, and audio CDs are \$0.10 a day per item, not to exceed \$5.00 per item.
 - VHS tapes are \$1.00 per day per item, not to exceed \$5.00 per item.
 - DVDs/Blu-Rays and Console Games are \$2.00 per day per item, not to exceed \$10.00 per item.
 - eReaders and iPads are \$2.00 per day, not to exceed \$10.00 per item.

Fees Charged

Payments may be made in cash, check or credit cards (via SWAN e-Commerce)

To pay via check:

- Any payments made via check must be accompanied by a valid state identification card or driver’s license.
- \$25.00 will be billed to the patron’s record, in addition to any fines or fees, for any checks returned to the Northlake Public Library District for non-payment.
- Rates charged for replacement of lost materials, if a current price cannot be determined, include:
 - General circulating books:
 - Paperback: \$10
 - Hardbound: \$30
 - Reference collection book \$100.00
 - Media:
 - Book on Tape/ CD set: \$50
 - Book on MP3 Disc: \$30
 - Kits: \$30
 - Playaway: \$50
 - CD-ROM: \$20
 - VHS/ DVD/BLU-RAY: \$20
 - Console Game: \$50

A list of miscellaneous fees follows. Said fees are not negotiable:

Out of District Library Card Purchase Price	\$292.00 *
Lost Library Card	\$1.00
ILL materials: out-of-state (postage costs)	\$3.00

* This amount is set annually by the Board of Trustees (via taxation formula), and is subject to change

Fees Charged: Lost/Damaged/Missing Items

Lists of the charges that will be applied to patron's library card if checked out items are returned damaged/missing follows. All damages are assessed on a case by case basis.

Activity (damaged or missing)	Charge (per item)
Barcode Label	\$1.00
Date Due Label	\$0.50
Book Pocket	\$1.00
Book Jacket	\$3.00
CD Case	\$5.00
CD Insert	\$5.00
eReader	Current Price for Replacement
iPad	Current Price for Replacement
Book on Tape/CD Case	\$5.00
CD from Book on CD set	\$10.00 – if available
Book from Set	Current Price for Replacement
VHS or DVD Case	\$5.00
Book on MP3 Disc	Current Price for Replacement
Audio Booklet	\$3.00
Video/DVD/Blu Ray Booklet or Insert	\$3.00
Lost magazine (children's or adult)	\$5.00
CD ROM/Console Game Protective Label	\$5.00
CD-ROM/ Console Game Booklet or Insert	\$3.00 – but may be called upon to replace entire item***
Kit Bag	\$5.00
UMS Materials Recovery (Collection Agency) Service Charge	\$10.00
Damage to print items (i.e. torn page, ink mark, water stain) depending on condition	\$1.00 to \$5.00**
Cleaning/repair fee for Audio Visual items (i.e. DVD/Blu-Ray, CD-ROM, CD) depending on condition	\$2.00 to \$10.00**
Processing Fee	\$3.00 (Juvenile Paperbacks), \$5.00 all other materials.*
<p>* There are no processing charges for lost magazines – only the charge for the magazine and barcode. **At librarian's discretion. *** CD-ROMs and console games may have key codes that are needed in order to install games for use on individual computers. Without these key codes, the game becomes unplayable as it cannot be installed. In this instance, the cost of the entire game will be charged to the patron who lost the booklet.</p>	