

General Policies Governing Library Use

Revision Control

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I. PURPOSE

The Lincolnwood Public Library District Board of Trustees has established the following policies to govern use of the Library and its resources.

II. LIBRARY HOURS

Monday—Thursday	9:00 AM - 9:00 PM
Friday	9:00 AM - 6:00 PM
Saturday	9:00 AM - 5:00 PM
Sunday	1:00 PM - 5:00 PM

III. HOLIDAYS AND OTHER LIBRARY CLOSINGS

The Library is closed:

- New Year's Day
- Memorial Day (Sunday & Monday)
- Independence Day
- Labor Day (Sunday & Monday)
- Thanksgiving Eve after 1:00 p.m.
- Thanksgiving Day
- Christmas Eve
- Christmas Day
- New Year's Eve

Whenever Christmas Day and New Year's Day fall on a Saturday, the Library will also close the following Sunday. Whenever Independence Day or Christmas Day and New Year's Day fall on a Sunday, the Library will also close the following Monday.

At the discretion of the Library's Administrative Staff, the Library may close during an emergency. With authorization from the Library Board, the Library may also close from time to time for staff in-service training sessions and other special occasions.

IV. AVAILABILITY OF SERVICES AND RESOURCES

Unless otherwise noted, full access to Library services and resources is available on an equal basis to all individuals holding Lincolnwood Public Library cards.

The Library reserves the right to place limits on the number of items that individuals with cards from other libraries may borrow per visit if such limits are needed to redress reciprocal borrowing imbalances and to protect the interests of Lincolnwood residents and taxpayers. In setting such limits, a distinction may be made between borrowers with cards from Reaching Across Illinois Library System (RAILS) libraries and those with cards from libraries in other Systems, including the Chicago Public Library. The borrowing limit for patrons with cards from libraries in non-RAILS systems is a maximum of 15.

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The Library reserves the right to make some heavily used categories of materials, resources, services, or programs available only to holders of Lincolnwood Public Library cards, and/or to charge fees to cardholders from other libraries for such materials, resources, services, or programs.

Parents or guardians are responsible for their children's selection and use of Library materials and resources.

V. LIBRARY CARDS

- A. **Lincolnwood Public Library Cards.** By Illinois law, the Library may issue cards without a fee only to a current resident of Lincolnwood or, with certain limitations, to some non-residents, for example, those "...owning taxable property within the district..." All applicants, including those renewing their cards, must present acceptable proof of identity and current address. Acceptable proof of identity is:
- i. Valid state issued ID (Driver's License or State ID with name, photo, and current address) OR one (1) photo ID and one (1) additional document with name and current address. Although there is no minimum age for obtaining a Library card, a parent or legal guardian must come to the Library to complete the registration process and sign for all applicants under sixteen (16) years of age.

Library cards may not be transferred from one person to another. Adults are responsible for their own cards as well as those of their minor children, and for all materials borrowed with these cards.

Cardholders with unpaid fines and/or fees may renew their card. 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.

Information contained in Library patron registration files and other cardholder records is confidential and shall not be revealed except when specifically required by the Illinois Freedom of Information Act, court order, or federal law.

- B. **Cards from Libraries NOT Belonging to the CCS Consortium.** Before non-residents can borrow materials their 'home' Library card must be registered and entered into the CCS shared database. To register the card at our Library, a valid 'home' Library card and a valid state issued ID (Driver's License or State ID with name, photo, and current address) OR one (1) photo ID and one (1) additional document with name and current address must be presented. Staff will also contact the 'home' Library to verify the status and expiration date of the Library card. Borrower's cards from non-CCS libraries must be re-registered every two (2) years.

VI. ELIGIBILITY FOR LINCOLNWOOD PUBLIC LIBRARY CARDS

- A. **Resident Library Cards.** Individuals who reside within the corporate boundaries of the Village of Lincolnwood are eligible for full borrowing privileges without a fee. Resident cards are issued for three (3) years, after which renewal is required.
- B. **Non-Resident Property Owner Cards.** A non-resident who owns and pays real estate taxes on property located within the corporate boundaries of the Village of Lincolnwood is also eligible for full borrowing privileges without a fee. In accordance with Illinois law, acceptable proof of current ownership, including the most recent tax bill, must be provided when applying for such a card, and only one (1) card can be issued for each parcel of property. Non-resident cards are issued for three (3)

years, after which renewal is required.

- C. **Corporate Cards.** Corporate cards are available to businesses, institutions, churches and similar organizations located within the boundaries of the Village of Lincolnwood. Only one (1) card will be issued per organization. The card will be issued to the owner, manager, or principal administrator, who is then solely responsible for governing its use within the organization and for any fines or fees that may be incurred. These cards must be renewed annually.
- D. **Non-Resident Library Cards.** Given the proximity of the boundaries/service areas of nearby public libraries, there are no "non-residents," i.e., there are no persons in the vicinity of the Lincolnwood Library District residing in areas without public Library service. Therefore, there is no need for the Lincolnwood Library to determine a fee for non-residents and offer non-resident cards for sale. The Library board shall review this determination annually.

VII. BORROWING LIBRARY MATERIALS WITHIN THE CCS CONSORTIUM

- A. **Number of Items That May Be Borrowed.** Generally, no limit is placed on the number of items that may be borrowed per visit to the Library. However, limits may be set on certain categories of materials if such limits are needed to meet demand and provide equitable service. (See Availability of Services and Resources above for policies regarding limits on reciprocal borrowers.)
- B. **Without Library Cards.** Lincolnwood Public Library cardholders who are unable to provide their cards but are able to present some other acceptable proof of identification may borrow items. Holders of cards from other libraries may not borrow materials without their cards.
- C. **Loan Periods.** Generally, Library materials may be borrowed for three (3) weeks, with the following exceptions:
 - i. **Hot Picks** materials may be borrowed by Lincolnwood Public Library cardholders only for two (2) weeks. No holds or renewals are allowed.
 - ii. **Magazines & Newspapers.** Newspapers and the most recent issue of a given magazine may not be removed from the Library.
 - iii. **Reference Materials.** These resources may not be removed from the Library.
 - iv. **Interlibrary Loan Materials.** After they are delivered and processed, ILL materials will be held at the Circulation Services Desk for the requesting patron a maximum of one (1) week before they are returned to owning Library.
 - v. **Classroom Loans.** Loans of materials for classroom use are available to teachers at School District 74 and to teachers at certified preschools or day care centers located within the corporate boundaries of the Village of Lincolnwood. Loans must be arranged through the Youth and Teen Services Department.
- D. **Vacation Loan.** Most materials subject to the usual three (3) week loan period may be borrowed on vacation loan for a period of six (6) weeks. Hot Picks, items with a waiting list, and items obtained through interlibrary loan may not be borrowed on vacation loan.
- E. **Renewals.** All materials, except those in the Hot Picks collection, may be renewed twice for terms equal to their original loan periods. Materials with holds may not be renewed. Items borrowed through interlibrary loan within our consortium will be renewed only as permitted by the owning Library.
- F. **Holds.** With the exception of items in the Hot Picks collection, Lincolnwood Public Library cardholders may reserve materials that are already out on loan. Cardholders will be notified when items they have placed on hold are waiting for them. Items on hold will be held at the Circulation Services Desk for up to 1 week before they are either given to the next person on the hold list or returned to the shelves. The Lincolnwood Public Library does not accept requests to reserve materials that are submitted by cardholders from other libraries.

- G. **Delivery/Pick-up Point.** Cardholders may not use the Library as the designated delivery/pick-up point for ILL requests they might place through another source.

VIII. BORROWING LIBRARY MATERIALS FROM OUTSIDE THE CCS CONSORTIUM

- A. **Eligibility.** Lincolnwood Public Library cardholders may request items from libraries outside the CCS consortium.
- B. **Loan Periods.** ILL materials may be borrowed for three (3) weeks unless otherwise dictated by the owning Library.
- C. **Renewals.** Renewals may be possible, depending on the terms of the owning Library.
- D. **Fines.** \$1.00 per item per day or any portion of a day. Fines for each overdue item may mount up to, but not exceed, \$10.
- E. **Lost or Damaged Items.** These items will be billed in accordance with rates and policies established by the owning Library. No refunds will be given.
- F. **Restrictions.** The Library reserves the right to revoke or restrict the use of borrowing Library materials from outside the CCS consortium if borrowing privileges are abused.

IX. OVERDUE LIBRARY MATERIALS

- A. **Fines.** Fines are assessed at 10¢ per day per item, except as noted below:
- eReaders, Hot Picks, and Interlibrary Loan materials (outside the CCS consortium): \$1 per day or any portion of a day.
 - Items borrowed within the CCS consortium: Fine rate set by the owning Library.

Fines for each overdue item may mount up to, but not exceed, \$10.

- B. **Notices.** When Library material has been overdue for fourteen (14) days, an overdue notice will be sent to the cardholder. The Library makes a reasonable effort to ensure that this notice is received; however, failure to receive an overdue notice does not constitute cause for removal or reduction of overdue fines. Forty-five (45) days after the due date, overdue material will become subject to the Lost and Damaged policies and procedures. If the Library has been unable to contact or locate a cardholder with overdue materials, that individual's account may be forwarded directly to a collection agency.
- C. **Loss of Privileges.** Borrowing and other Library privileges may be suspended for any cardholder who has accumulated fines or bills of \$10 or more until the charges have been paid or some other mutually acceptable arrangement has been made to settle the cardholder's account.

X. LOST AND DAMAGED LIBRARY MATERIALS

- A. **Lost.** If an item is lost, the cardholder is billed the price of the item. Interlibrary loan materials will be billed in accordance with rates and policies established by the owning Library.
- B. **Damaged.** If, while on loan, an item is damaged beyond what might reasonably be deemed "normal wear and tear," the cardholder will be billed for its replacement. Interlibrary loan materials will be billed in accordance with rates and policies established by the owning Library.
- C. **Billing.** Only one (1) bill will be sent. If payment in full has not been received within thirty (30) days of the date of that bill, or if some other acceptable arrangement has not been made within this thirty (30) day period, the account may be forwarded to a collection agency, and service to the cardholder will be discontinued until the account is settled. (If the cardholder is a minor, service to that cardholder's parents or guardians may also be discontinued.) All collection agency fees incurred by the Library in order to collect past due bills or materials will be passed along to the cardholder. 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 the cardholder's home Library.

XI. PUBLIC COMPUTERS

With the exception of Online Public Catalog (OPAC) computers and computers with learning games for young children, all computers provide access to the internet. The Library also provides a free, unsecured, wireless (WIFI) network for patron use on personal or Library-owned devices during Library hours.

Computers designated as "adult" are reserved for the use of adults and high school aged teens. Computers designated as "youth" are reserved for the use of children, younger teens, and parents or caregivers who have children with them and, therefore, must remain in or near the Youth Services area.

With the exception of Express and OPAC workstations, patrons who wish to use Library equipment must be entered into the database of authorized users. Authorized users are individuals who hold a valid Lincolnwood Library card in good standing or a borrower's card from another Library in the state of Illinois.

Parents/guardians are responsible for their children's use of the internet. Parents/guardians may choose to restrict their minor children's Library card's access to the internet by requesting to do so in person at the Library.

Use of the Library's Express stations does not require a Library card. All users are required to execute the electronic User Agreement each time they log on to use Library computer equipment or connect to the wireless network.

The Library reserves the right to set limits on the amount of time that individuals may use Library computers. Current time limits and other restrictions governing the use of public computers are described in the User Agreement.

See the PUBLIC INTERNET AND TECHNOLOGY POLICY for more information about computer usage at the Library.

XII. BEHAVIOR AND SECURITY

Any behavior that unreasonably infringes on the use and enjoyment of the Library by others, interferes with Library operations and the ability of staff to do their work, or endangers Library property is prohibited. Anyone who exhibits such behavior will be required to leave the Library. The Library Director is authorized to limit or suspend the Library privileges of anyone whose unacceptable behavior is dangerous or severely disruptive, or becomes chronic in nature. Legal action may be taken if Library property is stolen, destroyed, or abused.

Children under eight (8) years of age may not be left unattended in the Library and must be under the direct and constant supervision of a caregiver who assumes full responsibility for the children's safety and behavior in the Library.

See POLICIES GOVERNING BEHAVIOR IN THE LIBRARY for a more detailed explanation of behavior policies.