

Heyworth Public Library District Circulation Policy

Patrons

The Library will serve all residents of the Heyworth Public Library District. Services shall not be denied or abridged because of age, religious, racial, social, physical, economic, or political status.

Anyone who rents or owns residential or commercial property in the Heyworth Public Library District may obtain a library card by presenting current photo identification. The ID must have their name and address.

If the photo identification does not have their current address, they must show a photo ID and an additional piece of identification with the current address. Valid forms of identification include driver's license, rent receipt, utility bill, bank statement, blank check, apartment lease, or business card (for businesses only).

Library cards will be valid for three years from month of issue, or upon termination of residence in Heyworth Public Library District. It is the responsibility of patrons to immediately report lost cards. Patrons are responsible for items checked out on the card if the card is not reported as lost. Commercial/Business cards will be valid for three years from the month of issue, or upon termination of the business within the boundaries of the Heyworth Public Library District.

A minor, being 16 years of age or younger, must have the application signed by a parent, guardian, or other adult relative who is responsible for the child on a long-term basis. That adult is then responsible for all items checked out on the card including any financial liabilities and/or damages incurred by the minor. The adult is also responsible for all items checked out on the card including any financial liabilities and/or damages incurred while the patron was a minor and is now over 16.

Patrons must present a library card or photo ID when checking out items. On occasion, staff can check out to a patron without a library card or photo ID if the patron can verify the address and phone number on the account.

Owing a fee or having one or more overdue items can cause the patron to be denied library privileges and may cause family members residing in the same household to be denied library privileges.

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Institutional Cards

These cards are intended to support the information needs of the institution and its goals, not for the personal use of members or employees. One card may be issued to an institution such as a daycare, senior center, group home, school, or other community entity operating within the boundaries of the Heyworth Public Library District.

All such accounts must be approved by the Director and will be reviewed annually. A library card will be issued after receipt of a letter from a financially responsible employee of the institution, expressing the institution's acceptance of responsibility for all charges related to lost and damaged materials. The letter must also designate a contact person within the organization for handling any library matters.

The library card will remain at the Library at all times. Interlibrary loan items are excluded.

Temporary Residency Cards

Seasonal visitors or residents in transition temporarily residing in Heyworth Public Library District will be eligible to obtain a temporary library card.

All such accounts must be approved by the Director and will be reviewed every 90 days. A library card will be issued after receipt of a letter from a social service agency, temporary employer and/or landlord/relative or guardian verifying the temporary address and anticipated length of stay.

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 letter to confirm residency which will need to be returned by the temporary visitor within 14 days. Interlibrary loan items are excluded.

Fees

A. Library Cards

Any non-resident of the Heyworth Public Library District that does not reside in another tax supported library service area, upon proper application including evidence of residence, telephone number, birth date, and payment of an annual fee to be determined by the Board of Trustees, shall be issued a library card (or cards) which entitles members of the household to use the full services of the Heyworth Public Library District for 1 year from the month of issuance.

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Upon proper application a non-resident who owns taxable property in the Library District may be issued a library card without paying a non-resident fee. Only one card per parcel of taxable property may be issued. Such cards will expire 1 year from the date of issuance. The fee for replacement of a lost library card shall be \$2.00.

B. Lost and Damaged Materials

Lost or damaged library materials must be paid for at replacement cost. A non-refundable processing fee of \$5.00 shall be charged for each item. In some instances, if a damaged item may be repaired, the replacement cost will be reduced based on the cost necessary to repair the item. If a lost item was paid for, belongs to Heyworth Public Library District, and is returned to the Library in good condition within 30 days from the checkout due date, the price of the item shall be refunded minus the processing fee. A fee for damages will be assessed based on the damage to the item.

C. Late Fees

There will be no daily fines assessed for items returned late to the library. After 14 days, items will be considered lost and the patron will be charged the full price of the item and their library card will be blocked.

D. Interlibrary Loan (from outside Illinois)

Patrons will be charged a delivery fee of \$4.00 for any out-of-state interlibrary loan items that must be returned to the owning Library.

Material Loan Periods, Item Limits, and Renewals

All library items, with the exception of movies with an R rating, shall be loaned for home use to any patron regardless of age under library regulations and procedures. It is the ultimate responsibility of the parent or guardian to restrict a child's borrowing privileges. Items on hold for another Heyworth patron and new high-demand items may not be renewed. Vacation loans may be available by request.


Items returned in the book drop will be processed at the beginning of each day the library is open. Patrons with item replacement costs, damaged item fees, or maximum overdue periods on their card will not be permitted to check out materials.


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Although the Library does not charge overdue fines, a patron's card will be blocked after an item is 14 days overdue and a replacement cost will be charged to the patron's account. These parameters may be subject to change due to extenuating circumstances such as emergency closures.

Material	Item Limit	Loan Period	Renewable
Books	None	2 weeks	Yes, 2 times
Audiobooks, Music CDs	10	2 weeks	Yes, 2 times
Magazines, DVDs	10	7 days	Yes, 2 times
Cake Pans	3	7 days	Yes, 2 times
Puzzles	5	2 weeks	Yes, 2 times
Playaways	10	2 weeks	Yes, 2 times
Local History and Non-circulating Reference	In-library use only		

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 President, Board of Trustees


 Secretary, Board of Trustees

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