

## Policy 110

### Circulation Policy

#### Library Card

Residents of Sugar Grove Township and Blackberry Township south of Seavey Road, except those areas annexed by North Aurora to the northeast and Aurora to the east may obtain a library card from the Sugar Grove Public Library District (SGPL). A current library card is required to request or borrow materials, use online library resources, and to log-in to the Library's public computers. In addition to a library card, a personal identification number (PIN) is required to log in to the library's online catalog and self-checkout machines.

Photo identification and proof of residency are required to obtain a library card. Examples of acceptable documents to prove residency are a voter's registration card, tax bill, lease, utility bill, insurance card, car registration, FOID card or checkbook. The name on the applicant's photo ID must match that on the residency document. A parent or guardian must be present and sign a registration for a minor age 5 years to 17 years. A library card is valid for a three-year period. A lost library card may be replaced for a \$1.00 fee.

Persons owning property within the district but residing outside of the district may obtain a Non-Resident Taxpayer library card by showing a photo ID and providing a copy of their current paid tax bill and a notarized application (provided by the library). A Non-Resident Taxpayer library card is valid for one year.

#### Reciprocal Borrowing

A SGPL card is valid for use at other Illinois libraries under the terms of use outlined by Illinois Statute and according to the lending library's policies. Requests for items from other libraries must be made through a cardholder's home library. SGPL will honor valid library cards issued by any public library which is a participating member of a library system within Illinois. A patron from another public library may register his or her library card with the SGPL by providing photo identification, a current library card in good standing, and a completed registration form. Reciprocal borrowing patrons may borrow any SGPL material. All holds requests must be placed through a cardholder's home library.

#### Reserves

A Sugar Grove Public Library cardholder may reserve materials in our circulating collection or materials from another library in the MAGIC system through the on-line catalog, by telephone,

or in person at the Sugar Grove Public Library. Items that are on the shelf or new to another library may not be reserved. Items are placed on the Self-Serve Hold Shelves for a period of six days after the patron has been notified. Items not retrieved within the six-day period will fill the next hold request.

### Loan Periods

Material will check out for the following loan periods:

- Print 3 weeks
- Music CD 3 weeks
- DVD/Blu-Ray 1 week
- New Magazine 1 week
- Video Games 1 week

### Renewals

Material designated “New”, DVD and Blu-ray videos, Video Games and any item with a reserve list may not be renewed. All other materials may be renewed no more than two times.

Renewals may be made in person, by telephone, in response to a courtesy text message, or via the on-line patron catalog account on the SGPL website. Extended loan periods or “vacation loans” may be available for some material. DVD and Blu-ray movies, “New” materials, Video Games and materials with reserve lists are not available for extended loan.

### Fines

Fines will be assessed on all items at \$0.20 per day per item, except for Video Games, which will be assessed at \$1.00 per day per item.

Fines may be paid in the following manners:

- Cash or check is accepted at the Circulation Desk.
- Credit card is accepted via the cardholder’s on-line catalog account using E-Pay.

A cardholder may choose to receive overdue notices via postal mail, e-mail, or text message. Cardholders who choose to receive notices via e-mail or text message will also receive courtesy notices three days prior to the checked out item’s due date.

A \$0.50 postage fee is assessed on any billing notice sent by postal mail. The accumulation of fees of \$10.00 or more suspend a cardholder's privileges. Should a minor's privileges be suspended, the responsible parent's privileges will also be blocked until the minor's account is restored to good standing.

#### Interlibrary Loan

The library staff will make every effort to secure a title requested by a Sugar Grove Public Library patron. Borrowing policies for any material obtained through Inter-Library Loan will be the same as Sugar Grove material unless the lending library requests otherwise. SGPL staff will inform a potential borrower of the appropriate policies. Borrowers must approve any postage fees before items are obtained from an out-of-state library.

#### Lost and/or Damaged material

A cardholder will be charged the current replacement cost of library material that is determined lost or damaged beyond use. A cardholder is responsible for a library material until it reaches the circulation desk. A nominal fee may be charged for minor repairs, missing, or damaged parts if the item can continue to circulate.

1/30/13 CD