



## Circulation Policy

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### I. Library Cards—Eligibility for a Library Card

#### A. Village Residents

1. Any person who resides within the Village of Brookfield will be issued a library card upon application without a fee.
2. Applicants are required to provide proof of residence using a photo ID with their Brookfield address. If the photo ID is not up to date, applicants may provide a current lease or mortgage statement or utility bill. If the applicant has no proof of address, a postcard can be mailed to the residence and then brought to the Library as identification.
3. The library card of an applicant under the age of 18 will be issued as soon as a parent or guardian has signed the statement of responsibility card and proof of residence has been provided.
4. Library cards do not expire.

#### B. Nonresident Property Owners or Tenants

1. Non-resident Brookfield property owners or tenants, who furnish proof of a lease or current property tax payment, are entitled to library cards and such card(s) will be issued without a fee.
2. The cards will be issued to owners, partners, principal stockholders, joint owners, senior administrative officers or tenants.

#### C. Nonresidents

1. The Library participates in the program from the State of Illinois, which provides library service to those living in areas with no library or library district.
2. The state's program requires anyone in an unserved area to apply for a library card at the nearest library in the high school district in which that person resides. Since the Library is not currently the nearest library to any unserved population, it does not supply library cards to nonresidents outside of Brookfield property owners or tenants covered above.
3. In the event the Library should ever supply a library card to a nonresident other than a Brookfield property owner or tenant, the fee for a nonresident card shall be determined by the "tax bill method" established by the Illinois State Library.
4. The Library attempts to provide materials and offer services of use to community organizations, business firms, and governmental agencies operating within the Village of Brookfield. The Board of Trustees reserves the authority to distribute library cards to non-taxpaying community members and organizations that will benefit from Library service.

- D. Temporary Residents
  - 1. Persons residing temporarily in Brookfield may receive a Brookfield library card, and such card will be issued without a fee.
  - 2. Applicants for a temporary card must provide proof of residence. If the applicant has no proof of address, a postcard can be mailed to the residence and then brought to the Library as identification.
  - 3. A temporary resident card will be valid for a period of six months.
  - 4. Temporary cards may be used at the Library only and are not valid for reciprocal borrowing, for interlibrary loan, or for the checkout of laptops, wi-fi hotspots or other technological equipment.

## II. Library Cards—Lost and Stolen Cards

- A. Lost or Stolen Cards
  - 1. Lost or stolen cards should be reported immediately. When report of a lost or stolen card is received, service to that card will be stopped. The borrower is responsible for all activity on the card until it is reported lost or stolen.

## III. Circulation of Materials

- A. Checkouts
  - 1. Materials may be checked out to any resident of Brookfield who holds a current, valid library card. A photo ID will be accepted in place of a regular library card, but not on a regular basis.
  - 2. Materials may be checked out to any resident of a tax-supported public library in the state of Illinois in accordance with the policies of the Reaching Across Illinois Library System (RAILS) regarding reciprocal borrowing. These policies require that the Library call the home library of a reciprocal borrower to check the status of such borrower if the library card account is not found in the SWAN database.
  - 3. Library cards are non-transferable and cardholders are responsible for all materials checked out to their cards.
- B. Loan Periods
  - 1. Most Library items are loaned for 21 days.
  - 2. Interlibrary loan items will be loaned for the number of days determined by the library checking out the item.
  - 3. Newly released video recordings will be loaned for 3 days. Video recordings older than four months will be loaned for 7 days.
  - 4. Reference books and the most recently received issue of a periodical are available for loan only under special circumstances. Please see a librarian.
- C. Extended Loan Periods
  - 1. Vacation loans for periods ranging from 3 to 7 weeks will be made upon the request of a member for books. The following items are not available for extended loan: interlibrary loan items, reference books, and items that have been designated for limited loan such as popular or new DVDs, CDs, and current magazines.
  - 2. Teacher loans, for anyone who is teaching preschool through college including home schooling parents, will be made for a period of 5 weeks upon request with the exception of new books, interlibrary loan items, reference books, and

popular materials.

D. Renewals

1. 21-day materials may be renewed up to two times for an additional 21 days provided that there are no holds on the items.

E. Limits on Loan Periods and on Number of Items Checked Out at a Time

1. For most collections there are no limits on the number of items that may be checked out by a member at one time.
2. The loan period or number of items checked out at one time may be reduced on a class of materials at the discretion of a Department Head due to seasonal demand or the inclusion of those materials as part of a class assignment.

F. Overdue Materials

The Library does not charge overdue fines on late materials.

However, members are responsible for returning items on time and for replacing lost and damaged materials. Cardholders are still responsible for overdue fines when visiting other libraries which charge them.

All library materials checked out on a valid library card are the responsibility of the cardholder (or the parent/guardian responsible for the card if the patron is a minor) until the library card is reported lost or stolen. If materials that are currently on the member's record are lost or damaged beyond repair, the cardholder is required to pay the cost of replacing the item. Alternatively, members may provide a new replacement copy of the item. Acceptance of replacement items in lieu of payment is at the discretion of the Circulation Manager.

High-demand technology items such as laptops, WiFi hotspots and the like are not included in this fine-free policy. Charges will be assessed per the respective equipment lending policies.

G. Overdue Notices

1. Overdue notices shall be produced for items that are 2 weeks overdue, except in the case of video recordings for which overdue notices shall be produced two days after the item is due.
2. A second overdue notice shall be produced for items that are 4 weeks overdue.
3. Members will receive a collection agency notice once charges reach \$50.
4. Final billing notices shall be produced for items that are 8 weeks overdue.
5. Members may choose between mail, email or telephone notification methods for overdue and billing notices.

H. Claims Returned

1. The Library will accept a member's claim that materials have been returned for up to three items. At the fourth or subsequent claim that an item has been returned, the member shall remain liable for the return of the material or the cost of replacement.

I. Lost and Damaged Materials

1. When an item that has been checked out to a member is reported lost, the member shall either be charged the cost of the item as listed in the item holding record or shall provide an exact replacement of the item. A \$5.00 processing fee will be assessed for each item lost.
2. Members who report that an interlibrary loan item has been lost shall be assessed fees based on the then-current charges of RAILS.
3. If an item that has been reported lost is returned within one year of the date on which the loss was reported, the Library will refund any paid replacement charges.
4. Members shall be liable for the cost of a damaged item or the item's packaging except where such damage is the result of normal wear and tear.

J. Limits on Rated Materials

1. Only members 17 years and older are allowed to check out rated materials (movies, video games, certain music CDs, etc.). Parents who want their children to be allowed access to rated materials may complete a "Rated Materials Permission Card." Once on file, the Rated Materials Permission Card will enable youth under 17 to check out any material in the Library.

K. Blocked Members

1. A Brookfield member is delinquent and stopped from checking out items when \$20.00 or more in charges has accumulated or a bill for materials appears on the member's record.
2. A member who owes charges to the Library in an amount less than \$30.00 for more than three years shall have those charges deleted and shall again be eligible to borrow materials. The Library may not remove or forgive bills owed to other libraries.
3. A blocked reciprocal borrower may not borrow items until the delinquency is cleared in accordance with RAILS procedures.