

# Lyons Public Library

## Circulation Policy

Reviewed biennially.

This policy addresses Service Hours and Cardholder Rights and Responsibilities.

### Service Hours

The Lyons Public Library hours of operation are Monday through Thursday, 9 AM to 9 PM; Friday, 10 AM to 6 PM; and Saturday, 10 AM to 5 PM.

The Library will close for the following holidays:

New Years Day

Easter

Memorial Day

Independence Day

Labor Day

Thanksgiving Day

Christmas Eve

Christmas Day

The Library will close early Thanksgiving Eve and New Year's Eve. Additionally, the Library may close under special circumstances as directed by the Library Director. If the Library Director is unavailable, the President of the Board of Trustees should be contacted. The Library shall maintain compliance with the emergency and/or severe weather procedures as outlined in the Library's Disaster Manual.

### Cardholder Rights and Responsibilities

All materials owned by the Lyons Public Library are available for use within the Library subject to restrictions described in subsequent sections of this policy. Material designated for circulation may be checked-out by persons holding a Library Card in good standing, as described in subsequent sections of this policy.

### Library Cards

Resident cards are free of charge to residents of the Village of Lyons. Proof of residency, as described below, is required. The Library issues resident cards for a period of two years.

Persons residing in an area without library service may purchase non-resident cards from the Library in compliance with Illinois Statutes. System-wide cards, valid throughout RAILS (Reaching Across Illinois Library System) cost \$150.00 each. The Library issues non-resident cards for a period of one year. Non-residents owning property in Lyons are eligible for a non-resident card. Proof of property ownership, title or a recent tax bill, is required.

Persons with a card from any RAILS member library may check out Lyons Public Library materials as long as their card is in good standing as defined by the home library.

Persons with a card from a non RAILS member library and residing in an area with library service may apply for a Reciprocal Borrowers' Card from RAILS. Lyons Public Library

circulation rules, including fines and fees, apply to all material circulated to persons using a library card that was not issued by the Lyons Public Library and are superceded only by more restrictive rules maintained by the patron's home library.

ALL LIBRARY CARDS ARE SUBJECT TO THE FOLLOWING:

- Acceptance of a Library card issued by the Lyons Public Library binds the applicant to compliance with all applicable circulation policies, procedures and rules.
- The Lyons Public Library Board of Trustees and/or RAILS set fines and fees for overdue materials, usage and/or improper usage. Current fines and fees are available at the Circulation Desk.
- If a patron fails to comply with circulation policies, procedures and rules, the Library may suspend or revoke borrowing privileges.
- There are certain limits on the number of items of each specific material type that may be checked out.
- Patrons will be notified by telephone, mail or e-mail should borrowed materials become overdue. Failure to receive notice does not constitute cause for non-payment of fines and fees.
- Based on the type of card issued, the Library may limit borrowing privileges. Cards issued to juveniles carry special restrictions; a parent or guardian may waive some of these restrictions.
- The Library will request items on Interlibrary Loan for all cardholders. *Note: Not all libraries will send materials in all formats.* While the Library will request items, not all requests will be filled due to the interlibrary loan rules of owning libraries. Some items supplied may involve a fee. Any such fees must be paid prior to the Library placing a final request for materials.
- Library cards are non-transferable and may be used only by the specific person to whom the card was issued.
- Homebound patrons may make arrangements with the Library Director to designate an adult who may circulate for and transport items to the homebound patron. In these instances, the homebound patron's library card will remain at the Lyons Library for purposes of circulation.
- Patrons are responsible for their card and all materials checked out on their card. Patrons are responsible for any charges resulting from late returns, loss or damage to materials.
- If a patron who is under the age of 18 accumulates fines, fees and/or charges in excess of \$25.00, all parents and/or guardians who are responsible for the minor face suspension of borrowing privileges until the financial obligation is paid in full or reduced to less than \$1.00 per person.
- Upon notification, the Library will revoke lost or stolen cards. Cardholders are responsible for all materials and associated charges for items checked out prior to notification.
- The Library will replace lost or stolen cards upon payment of a replacement fee of \$3.00. Patrons with a history of multiple lost cards will be charged \$5.00 for a replacement card.

- The Library will renew an expired card if the card is in good standing and the cardholder provides a photo identification and proof of continued residency as described below.
- Cardholders will be responsible for any fees incurred in connection with the collection of fines and fees owed.

### **Application for Library Card**

Those applying for a Library Card are required to complete an application form, provide photo identification, provide proof of residency or taxpayer status, and be in good standing with all libraries having previously issued a card.

A Juvenile card may be issued to a person under 18 years of age with a parent or guardian's signature accepting responsibility for all borrowed materials and related fines and/or fees. The parent or guardian must be present in the Library at the time of application

#### **Photo Identification**

A valid Illinois driver's license, or state identification card, passport, and/or Matrícula Consular de Alta Seguridad (MCAS) (Consular Identification Card) which shows the person's full and complete current name, is an acceptable form of photo identification.

#### **Proof of Residency**

A valid driver's license or state identification card, which shows the current Lyons address, is an acceptable proof of residency.

A Matricula Card is not an acceptable proof of residency.

A current tax bill, utility bill, credit card, school, insurance, bank statement or first-class mailing from a widely known entity showing the current Lyons address are acceptable proofs of residency. If these are unavailable, the Library may send a first-class, return service requested letter to the current address, as provided by the applicant. The patron may then use the delivered letter as proof of residency.

#### **Loan Periods**

Generally, library material may be borrowed for 3 weeks, with the following exceptions:

Adult New Books may be borrowed for 14 days.

New DVD's may be borrowed for 3 days.

Adult and Juvenile older DVD's may be borrowed for 7 days.

There is a limit of 5 DVD's per library card.

Console games may be borrowed for 14 days. Limit one console game per library card.

There is a limit of 25 books that may be checked out per library card at any one time.

### **Renewals**

Most material may be renewed two times for a period of time equal to the original loan period. Material borrowed on vacation loan and material with a waiting list may not be renewed. Items borrowed on interlibrary loan will be renewed as permitted by the lending library. Material may be renewed in person, by phone, or via the Internet.

### **Fines**

Fines are assessed at 25¢ per day per item for most materials. Interlibrary loan materials are assessed per the lending library's rules. DVDs and console games are assessed \$1.00 per day per item. Fines for each item will accumulate up to the cost of the item.

### **Loss of Privileges**

Patrons who owe fines in excess of \$5.00 will be unable to borrow any materials until fines are paid, or reduced to under \$1.00. Patrons who have \$5.00, or more, in fines, whose account has been forwarded to a Collection Agency for long overdue materials, or whose account has been stopped by the library, will have their computer privileges suspended until their account has been paid, cleared of any problems, or the materials are returned.

### **Collection Agency**

Accounts that have materials that are more than 90 days overdue may be forwarded to a collection agency. A \$10.00 fee will be assessed for any account sent to the collection agency. All library privileges will be suspended until the account is paid in full.

### **Lost and Damaged Material**

Replacement fees are charged for materials that are lost or damaged. The cost of the material plus a \$5.00 processing fee will be assessed.

*Policy approved on*  
November 12, 2013