

**COAL CITY PUBLIC LIBRARY DISTRICT
CIRCULATION POLICY**

**APPROVED BY
THE BOARD OF TRUSTEES**

**REVISED
DECEMBER 12, 2017**

CIRCULATION POLICY

The primary purpose of the Coal City Public Library District is to provide library services to the residents of the district and library card holders.

BORROWERS

- 1) Resident borrower: Any resident of the Coal City Public Library District may obtain a library card by completing an application card and furnishing proof of current residency with a photo ID (a current driver's license is preferred). If no proof of residency is available, a borrower will be allowed to check out two items and their library card will be mailed if said borrower provides a valid driver's license and represents that he or she is a new resident of the Coal City Public Library District. Anyone under 18 must have a patron over the age of 18 who becomes a legal signatory and assumes legal responsibility for lost and overdue items come to the library to sign the application.

A resident card is valid for three years. Since the Coal City Public Library District is a member of the Reaching Across Illinois Library System (RAILS), a resident borrower has the privilege to check out materials from other libraries in the surrounding area and return the items to the Coal City Public Library District. Books and other materials not shelved at the Coal City Public Library District may be borrowed through RAILS, making most books in print and other materials available to the library patron.

- 2) Nonresident borrower: Any person not a resident of the Coal City Public Library District may obtain a borrower's card by completing an application card and contracting for service consistent with 75 ILCS 16/30-55.60. The contract fee (see page 2) covers all family members residing at the address on the application card. Anyone under 18 must have a patron over the age of 18 who becomes a legal signatory and assumes legal responsibility for lost and overdue items. The legal signatory must come to the library to sign the application. A nonresident contract is valid for one year from the date of purchase. Nonresident contract fees will be

reviewed annually by the board of trustees and will be in effect on July 1st of each year.

- 3) Reciprocal borrower: Any person holding a valid borrower's card from a library participating in the Illinois Reciprocal Borrowing Program may be granted reciprocal borrowing privileges. Patrons of offline libraries will be required to complete an application card. Staff will try to verify the applicant is in good standing with their home library. The following limitations apply to all reciprocal borrowers:
 - a) Reciprocal borrowers may not check out items if they have fines in excess of \$5.00.
 - b) Reciprocal borrowers may register for Storytimes that are not filled by patrons with Coal City Public Library District privileges. Reciprocal borrowers will pay \$25.00 per series of classes for each child registered.
 - c) Reciprocal borrowers may participate in Summer Reading Fun with a registration fee of \$40.00 per child.
- 4) Nonresidents who, as an individual or as a partner, principle stockholder, or other joint owner, owns taxable property or is a senior administrative officer of a firm, business, or other corporation owning taxable property within the district, upon presentation of the most recent tax bill upon that taxable property, may receive a nonresident library card provided that the privileges and use of the library is extended to only one such nonresident for each parcel of taxable property.
- 5) Teachers employed by Coal City Community District No. 1 may use their school's library card to borrow materials for the classroom and professional purposes.

NON-RESIDENT CONTRACT FEES PROCEDURE

- 1) In compliance with the guidelines set forth by the Illinois State Library, the non-resident contract fees shall be calculated using the tax bill method,

however a **minimum fee applies**. The minimum fee is \$87.00. The cost of the contract is based on the median home value in the Coal City Public Library District and the library's current tax multiplier. Cost is computed by multiplying the current year median home value by the library's current tax rate.

- 2) Non-resident taxpayers must bring in a copy of their current real estate tax bill. The contract cost is computed by multiplying the current year taxable value by the current library tax rate. If the computed cost is less than the minimum fee, the minimum cost applies.
- 3) Non-resident renters must bring in a copy of their current lease or rent receipt. The contract cost is 15 percent of the monthly rent. If the computed cost is less than the minimum fee, the minimum cost applies.
- 4) For tax-exempt housing or nonresidents that can't provide a real estate tax bill or rent receipt the contract cost is based on the state library's general formula. The library's tax income is divided by the library district population to determine the cost per capita. The per capita figure is then multiplied by the average number of persons in a household in the district. If the computed cost is less than the minimum fee, the minimum cost applies.
- 5) Non-resident cards expire one year after the date of purchase. The expiration date is printed on the card.

CONFIDENTIALITY OF LIBRARY RECORD

Circulation records and other records identifying the names of library users with specific materials are recognized as confidential in nature, and access to such records is restricted to library staff, legal signatory and members of the public who have a legitimate interest in regard to these records as follows:

1. By signing the application for a library card, the legal signatory is authorizing the underage cardholder to check out materials. The legal

signatory is responsible for all materials checked out and therefore is entitled to this information.

2. All library staff are advised that such records shall not be made available to members of the public, the press, or to any agency of state, federal, or local government, unless they have been requested to do so by order, subpoena or other process authorized under federal, state or local law.
3. On receipt of any legal process, order or subpoena, the library director will attempt to contact the library attorney to insure that the document is in proper legal form and there has been a good cause for its issuance in a court or other body of legal jurisdiction. The library shall comply with all lawfully issued subpoenas. The librarian in charge will follow instructions as issued by the library attorney.

Emergency Release of Information Identifying Individuals Pursuant to Public Act 95-0040

The *Illinois Library Records Confidentiality Act* requires a court order before a library may publicly release information contained in library registration or circulation records. Public Act 95-0040 created an exception to the requirement for a court order if ALL of the following conditions are met:

1. The information is requested by a sworn law enforcement officer who states that it is impractical to get a court order as a result of an emergency situation;
2. The law enforcement officer states that there is a probable cause to believe that there is imminent danger that someone will be physically harmed;
3. The information requested is limited to only identifying a suspect, witness or victim of a crime; and
4. The information does not include any registration or circulation records that would indicate materials borrowed, resources reviewed, or services used at the library.

The Public Act 95-0040 also provides that the library can request the law enforcement officer to sign a form acknowledging the receipt of the information. A representative from the library will have the law enforcement officer fill out the Officer's Request for Confidential Library Information (**Appendix A**).

LIBRARY HOURS

The library will be open 6 days a week, with the exception of holidays, which complies with the standard set by ILA in Serving Our Public.

Library hours will consist of 60 hours as follows:

| | |
|-----------------|-----------------|
| Monday-Thursday | 9 A.M. - 8 P.M. |
| Friday | 9 A.M. - 6 P.M. |
| Saturday | 9 A.M. - 4 P.M. |

The library follows Coal City School District's weather closings or when dangerous conditions exist. Patrons should call the library at 815-634-4552 or check the library website at www.ccpld.org for closings.

LENDING POLICIES

The Coal City Public Library District follows the Illinois State Library System rules for circulating materials.

Patrons must present their valid library card to borrow materials. A patron who has forgotten their library card may check out materials at the library staff's discretion with a valid id.

- 1) Library materials will circulate according to the following schedule:

| <u>Type of material</u> | <u>Loan Period</u> | <u>Reciprocal Borrowing</u> | <u>Overdue Fines/Fees</u> |
|-------------------------|-------------------------|-----------------------------|---------------------------|
| Audio Cassettes | 2 weeks | yes | .10 per day |
| Books | 2 weeks | yes | .10 per day |
| Books on CD | 2 weeks | yes | .10 per day |
| Playaways | 2 weeks | yes | .10 per C |
| CD'S | 2 weeks | yes | .10 per day |
| Video games | 2 weeks | yes | .10 per day |
| Interlibrary loans | set by type of material | | |
| DVD'S | 1 week | yes | .10 per day |

| | | | |
|------------------|-------------------|-----|-------------|
| Periodical | 2 weeks | yes | .10 per day |
| Vertical files | In-house use only | | |
| Videos | 1 week | yes | .10 per day |
| Emedia downloads | Up to 3 weeks | n/a | n/a |

- 2) Reference items may circulate at the discretion of the reference librarian, library director, or assistant library director.
- 3) Current issues of magazines are not allowed to circulate.
- 4) All circulating items, with the exception of items on reserve, may be renewed a maximum of two times unless approval is given by the library director or head of circulation or technical support professional for further renewals.
- 5) Materials belonging to the Coal City Public Library District and subject to the normal two-week loan period may be borrowed with an extended check out provided there are no holds.
- 6) Renewals will be allowed by phone, via the library's website, PrairieCat or in person unless there is a hold on the item.
- 7) Coal City Public Library District card holders may place holds by phone, or via the library's website, or PrairieCat, or in person. The patron will be notified when this item is available. Patrons have six days to pick up the item(s).
- 8) Interlibrary loan materials may be renewed depending upon the rules of the lending library.
- 9) Patrons may elect to receive date due notices and overdue notices by e-mail.
- 10) Several back issues of magazines will be kept and are available for circulation. Issues of the Coal City Courant since 1917, are available on microfilm but are not available for interlibrary loan.
- 11) Patrons requesting interlibrary loan material by fax may be charged according to the policy of the faxing library.

- 12) Three book drops are available for the convenience of the patrons.

CIRCULATION SERVICES FEES

- 1) Patrons will be charged the following photocopy fees:
 - a) 8.5" x 11" or 8.5" x 14" \$.10 ea.
 Colored paper \$.20 ea.
 Color computer printouts \$.25 ea.
 11" x 17" \$.25 ea.
 Color Copies \$.25 ea.
 11" x 17" Color Copies \$.50 ea.
 - b) In using the copier the library staff reserves the right to determine the compatibility of outside materials.
 - c) No photo paper will be provided or allowed.
 - d) Patrons may use their own copier paper at the same cost.
 - e) Non-profit organizations will be charged half the normal fee for copies.
 - f) Computer use is free.
 - g) Microfilm / Microfiche copies - \$.10 ea.
 - h) Notary Public service is free.
 - i) Illinois voter registration is free.
- 2) The Coal City Public Library District, in complying with the Freedom of Information Act, may waive all or a portion of the copying fee, depending upon the nature of the request.

FINES

- 1) Fines for all circulating items shall be \$.10 per item per day including Sundays and holidays.
- 2) Overdue items have a one day grace period.

- 3) Fines will not exceed the cost of the overdue materials.
- 4) Patrons with unpaid fines over \$5.00 will have borrowing privileges suspended until all fines are paid. A grace period of two months to pay said fines may be given at the discretion of the library director.
- 5) Patrons residing in the same household who have individual or combined fines totaling \$20.00 or more will have borrowing privileges suspended until all fines are paid.
- 6) Lost cards will be replaced upon request with a \$3.00 fee for each replacement
- 7) A charge of \$25.00 will be applied to a patron's account for a returned check. Borrowing privileges will be stopped pending cash payment of the check and this charge.

LOST AND DAMAGED MATERIALS

- 1) The charge for any lost or damaged items will be listed in the database. Fines will not be collected in addition to these charges.
- 2) The price for all lost interlibrary loan materials is set by the lending library.
- 3) The library will renew the item if possible for the patron to stop fines from accumulating for a one month period. Therefore, a patron should wait until an item has been lost for at least one month before making payment. The library will then replace the item, if possible. Money collected for lost material will not be refunded.
- 4) The library, if possible, will repair material that has been damaged at no charge to the patron. However, if the damaged material cannot be repaired it will be treated as lost material and the patron

will be responsible for payment or replacement(see number 1).

- 5) Replacement of cases for DVD's is \$3.00 each.
Replacement of CD cases and barcodes is \$1.00 each.
Replacement of cases for CD books is \$8.00.
- 6) Patrons may bring in a new item that is exactly the same as what was checked out to replace the lost item. A \$5.00 processing fee will be charged.

OVERDUE MATERIALS

- 1) The patron is contacted 3 days prior to the item's due date.
- 2) The patron is contacted 7 and 14 days after the item's due date.
- 3) The first bill notice is sent 21 days after the item's due date.
- 4) The second bill notice is sent 30 days after the item's due date.
- 5) After 45 days the patron will be sent a return services request letter stating that this matter will be turned over to a collection agency or small claims court and barred from checking out materials.
- 6) If there is no response from the patron after an additional thirty days the patron will be turned over to the collection agency or small claims court. Any costs incurred will be passed on to the patron.

EQUIPMENT AND MATERIALS INVENTORY AND USE

- 1) An inventory of the library equipment shall be done every fifth (5th) year starting the fiscal year of 1992.
- 2) Personal use of library equipment outside of the library premises is prohibited, unless approved by the library director.

USE OF ELLISON MACHINE AND DISPLAY CASES

- 1) The Ellison machine is available to patrons at the discretion of the Head of Children Services at a prescheduled time.
- 2) The library uses Illinois Relay services for deaf patrons.
- 3) The display case is for library use only.

USE OF FAX MACHINE

- 1) The use of the fax machine is solely and strictly at the risk of the user.
- 2) The library, library trustees and any library staff shall not be responsible for or liable for any loss or damage to any materials either sent or received through the fax machine.
- 3) Persons under the age of 18 will only be allowed to use the fax machine with the signature of the user's parent or guardian.
- 4) The user must read the Library Fax Agreement. They must agree to the terms and sign the Library Fax Agreement (**Appendix C**).
- 5) Patrons sending or receiving faxes will be charged \$1.00 for each page. Payment is required upon service.

USE OF THE LIBRARY'S ELECTRONIC SIGN

The library's electronic sign is used for events, activities and public service announcements sponsored by the Coal City Public Library District. If space is available, requests from local taxing bodies may be considered.

Appendix A

OFFICER'S REQUEST FOR CONFIDENTIAL LIBRARY INFORMATION

- A. This is a request under the *Illinois Library Records Confidentiality Act*, 75 ILCS 70/1 (copy attached See Appendix B) for information contained in the library's registration and/or circulation records.

- B. My request for information is limited to identifying a "suspect, witness, or victim of a crime."

- C. As the basis for this request, I represent the following:
 - 1. I am a sworn law enforcement officer.
 - 2. As a result of an emergency where I believe there is imminent danger of physical harm, it is impractical to secure a Court Order for the identification information.

- D. The information I request relates to the following: _____
(Description of information sought)

Officer's printed name

Officer's signature

Officer's badge number

Officer's Agency/Department

Date signed

Time signed

OFFICER'S ACKNOWLEDGEMENT

I acknowledge receipt from the library of the information I requested.

Officer's signature

Date signed

(LIBRARY USE ONLY)

Name(s) of Library Staff assisting with the information requested:

APPENDIX B

ACT 70. LIBRARY RECORDS CONFIDENTIALITY ACT

70/1. Registration and circulation records; statistical reports

1. (a) The registration and circulation records of a library are confidential information. No person shall publish or make any information contained in such records available to the public unless:

(1) required to do so under a court order; or

(2) the information is requested by a sworn law enforcement officer who represents that it is impractical to serve a court order as a result of an emergency where the law enforcement officer has probable cause to believe that there is an imminent danger of physical harm. The information requested must be limited to identifying a suspect, witness or victim of a crime. The information requested without a court order may not include the disclosure of registration or circulation records that would indicate materials borrowed, resources reviewed or services used at the library. If requested to do so by the library, the requesting law enforcement officer must sign a form acknowledging the receipt of the information. A library providing the information may seek subsequent judicial review to assess compliance with this Section. This subsection shall not alter any right to challenge the use or dissemination of patron information that is otherwise permitted by law.

(b) This Section does not prevent a library from publishing or making available to the public reasonable statistical reports regarding library registration and book

circulation where those reports are presented so that no individual is identified therein.

(b-5) Nothing in this Section shall be construed as a privacy violation or breach of confidentiality if a library provides information to a law enforcement officer under item (2) of subsection (a).

(c) For the purpose of this Section (i) "library" means any public library or library of an education, historical or eleemosynary institution, organization for society; (ii) "registration records" includes any information a library requires a person to provide in order for that person to become eligible to borrow books and other materials and (iii) "circulation records" includes all information identifying the individual borrowing particular books or materials.

APPENDIX C

**COAL CITY PUBLIC LIBRARY DISTRICT
FAX AGREEMENT**

- I. The Trustees of the Coal City Public Library District, as a convenience and service to library patrons, have made a fax machine available to library patrons.

- II. Use of the fax machine by library patrons is subject to the following terms and conditions:
 - A. Use of the fax machine is solely and strictly at the risk of the user.

 - B. The library, any library trustee or any library staff shall not be responsible or liable for any loss or damage to any materials either sent or received in connection with use of the fax machine by the user.

 - C. Persons under the age of 18 will only be allowed to use the fax machine with the signature of the user's parent or guardian.

 - D. By signing this form the user (and if applicable the user's parent/guardian) represents that he has read the library policy as stated, understands the policy, and agrees that use of the library fax machine is solely and strictly on the terms stated in this policy.

 - E. The fax machine may not be used for either incoming or outgoing materials without paying the library the fees established by the trustees.

Date: _____

Signature: _____

Fax Number: _____