

**CIRCULATION OF MATERIALS**

**I. ELIGIBILITY/REGISTRATION**

Library cards are issued to all Warrenville Public Library District residents free of charge.

**A. In-Person Application**

A resident of the Warrenville Public Library District can apply for a library card at the Circulation Desk. Adults should present current proof of residency in WPLD and complete a library card application. Applicants under 18 must have a parent or legal guardian sign the library card application and present proof of WPLD residency.

Accepted Forms of Proof of Residency:

1. State Issued Photo I.D. or Driver's License with current street address

– OR –

2. Photo I.D. AND postmarked mail, bill or other identification with current street address.

Change of address forms and post office box mailing addresses are not acceptable as proof of residence.

**B. Online Application**

Residents may complete the library card application form on the Library's website. An applicant will be notified by email when his or her card is ready. The applicant must pick up the card from the Circulation Desk. Proof of residency must be presented before the card is given to the applicant.

## II. TYPES OF LIBRARY CARDS

### A. Resident Card

Residents of the Warrenville Public Library District are eligible to receive library cards. Residents age 18 and older may register for library cards in person. Proof of residency is needed. A parent or guardian must be present and sign for the card before it is issued to a minor.

**Resident cards are valid for 3 years.**

### B. Non-resident Taxpayer Card

A non-resident who as an individual or as a partner, principal stockholder, or other joint owner owns taxable property or is a senior administrative officer of a firm, business, or other corporation owning taxable property in the WPLD may register for a library card.

Only one nonresident taxpayer card will be issued per taxable property. Use of a non-resident taxpayer card is limited to the individual who applied for the card.

Non-resident taxpayers seeking resident borrower privileges without payment of the standard non-resident fee must present a copy of their most recent real estate tax bills.

**Non-resident taxpayer cards are valid for 1 year.**

### C. Non-resident Card

A non-resident who does not own property within the Warrenville Public Library District may obtain a library card for each person in a household by paying an annual fee

The annual fee will be calculated according to the assessed valuation of the applicant's property, less the amount of the homestead exemption, using the current library tax rate. This is the Tax Bill Method. The property owner will thereby pay the same amount as would be paid if the property were within the boundaries of the Library District.

The most recent tax bill will be used to determine the assessed valuation of the property, less the homestead exemption. Owners of brand new

homes or owners who do not have a copy of the most recent tax bill should contact their township assessor's office and request a copy of an assessment notice or an assessment advice, which gives the assessed valuation.

**Non-resident cards are valid for 1 year.**

D. Non-resident Renter Card

A non-resident renter who rents and resides in a property outside the Warrenville Public Library District will pay an amount equal to 15% of their monthly rent to purchase an annual non-resident card. Renters must present a current lease or rent receipt.

**Non-resident renter cards are valid for 1 year.**

E. Cards from other libraries

The Warrenville Public Library District participates in the Reciprocal Borrowing Program operated under the auspices of the Library Systems and the Illinois State Library.

Reciprocal Borrowing patrons must register the library cards issued by their home libraries but do not receive a WPLD borrower card.

Reciprocal Borrowing patrons have the same borrowing privileges as WPLD cardholders with the following exceptions:

- New DVDs
- New Books on CD
- New Music CDs
- Placing holds on library materials
- Interlibrary loan materials and requests for new purchases

The WPLD shall abide by the Rules and Procedures as set forth by the Resource Sharing Policy approved by the Library System.

Access to online databases may be limited to WPLD cardholders.

#### F. School/Teacher Cards

Any school located in the Warrenville Public Library District or any school serving a significant number of Warrenville students is eligible for a library account free of charge under the following conditions:

- The school and the Library develop a mutually acceptable written agreement regarding services and materials to be provided to each institution.
- The school principal, on school letterhead, designates specific staff authorized to receive a school card.
- The school agrees to be financially responsible for all lost or damaged materials checked out on any card issued to authorized school staff.
- The school card is used solely for school-related purposes.

**All such cards are valid for use only at the Warrenville Public Library District for one school year.**

### III. CARD HOLDER RESPONSIBILITIES

- A library card is issued to an individual and is not transferable. Patrons are responsible for all materials checked out on the card, including those resulting from the use of a lost or stolen card. A patron's responsibility is not over until the material is returned complete and in good condition. Lost or stolen library cards must be reported to the Circulation Department immediately.
- The Library assumes no liability whatsoever for damages that could result from the use of library materials.
- Library cards are the property of the WPLD and may be restricted or revoked at any time. Library cards are automatically invalid when a patron moves from the WPLD.
- Any material circulated by WPLD may be borrowed by patrons without regard to age. Parents or guardians are responsible for their minor children's use of library material, including payment of any fees or charges incurred by their children.

#### **IV. LOAN PERIODS**

##### **A. WPLD Materials**

- New Adult Books: 2 weeks
- All other books: 4 weeks
- New DVDs: 3 days
- All other videos and DVDs: 7 days
- Audio Books: 4 weeks
- Music CDs: 4 weeks
- All other materials: 2 weeks

B. Reference books, newspapers, and current issues of periodicals do not circulate.

C. Loan periods may be established for special collections or materials that are temporarily in great demand.

D. Material that is less than three days overdue may be renewed once by phone or in person if the item is not reserved by another patron. Renewals can be made over the computer if the material is not overdue and is not reserved by another patron.

E. Extended loan periods are available upon request for materials that are not on reserve by another patron.

F. All materials borrowed on interlibrary loan will circulate in accordance with the policy of the lending library.

#### **V. RESERVES**

A. WPLD cardholders may place a hold on items that are checked out or otherwise unavailable. Reserves may be placed by patrons either by phone, over the computer, or in person.

B. Reserves are held for 3 days.

C. Patrons will be notified by phone or email when the materials are available.

## VI. FINES AND FEES

### A. Overdue fines

It is the policy of WPLD to collect for overdue materials as follows:

- Fines for New DVDs: \$0.50 per day
- Fines for Thematic Kits: \$1.00 per day
- Fines for all other WPLD materials: \$0.10 per day
- Fines for Interlibrary Loan materials: \$0.20 per day

The Maximum Fine per item is as follows:

- New DVDs & Thematic Kits: \$10.00
- Periodicals: \$3.00
- All other WPLD materials & Interlibrary Loan materials: \$5.00

Fines are waived on materials returned within a three day grace period. Materials returned after the grace period will accrue fines from the due date. The grace period does not apply to Interlibrary Loan materials.

Notices are sent as a courtesy when materials are overdue. However, borrowers are responsible for returning or renewing materials on time and paying all fines whether or not a notice has been received.

### B. Charges for lost or damaged material

If an item sustains damage which can be repaired, a fee may be assessed according to the repair fee schedule.

If materials are lost or damaged and judged by the Library as being unsuitable for the collection, the patron must pay the cost of the item.

No refunds will be given after payment has been received for a lost or damaged item. The Library does not accept replacements.

### C. Incomplete Items

Patrons will be billed for the full cost of items which are returned incomplete.

D. Long Overdue Items

If an item is not returned within 21 days of the due date, a charge for the cost of the item will be added to the patron's account.

E. Collection Agency

The Library uses a collection agency to collect accounts with balances of \$25 or more. Accounts are referred to collection no sooner than 14 days after a bill is issued. A non-refundable \$10 collection fee is added to all accounts that are submitted for collection. Accounts referred to a collection agency must be paid in full before library privileges are reinstated.

F. Replacement library cards

In the event that a library card is damaged or reported lost, a replacement card will be issued upon presentation of current photo I.D. and a payment of \$1.00. The original library card will be invalidated.

G. Borrowing restrictions

Library staff may deny borrowing privileges to individuals without a valid library card or other identification, or cardholders with:

- Long overdue items
- \$5 or more in fines or fees
- Any unpaid lost or damaged items
- An outstanding balance in debt collection

Restrictions on reciprocal borrowers are outlined in section IIE above.