



Circulation Policy

The Evergreen Park Public Library adheres to the American Library Association's Bill of Rights. Accordingly, parents are encouraged to take part in and/or actively monitor their children's use of print, media, and digital collections.

The Library Bill of Rights VII: All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

1. Library Cards – Eligibility

- a. Evergreen Park Residents
 - i. Any person who resides within the Village of Evergreen Park will be issued a library card upon application without a fee.
 - ii. Applicants are required to a complete registration form and provide proof of residence using a current valid ID with photo, name, and Evergreen Park address. If the photo ID is not valid or up to date, applicants may provide the following: current (6 months or less) proof-of-residency form accompanied by a photo ID labeled with the patron's name; utility bill (gas, electric, water, phone); motor vehicle registration card; lease or mortgage statement or property transfer certificate; public aid or medical aid ID card; class schedule; bank statement; credit card statement; or paycheck stub.
 - iii. The library card of an applicant under the age of 18 will require a parent or guardian signature. The parent or guardian is responsible for all fines and fees for overdue, damaged, or lost materials.
 - iv. Library cards are valid for three years and can be renewed repeating the same procedure.
- b. Business Library Card
 - i. Any person residing beyond the jurisdictional boundaries of Evergreen Park Public Library, but owning (as an individual, a partner, principal stockholder, or other joint owner) or leasing taxable property within the jurisdictional boundaries of the Evergreen Park Public Library will be issued a library card upon application without a fee.
 - ii. Business card applicants must present proof of lease or current property tax payment.

- iii. The cards will be issued to owners, partners, principal stakeholders, joint owners, senior administrative officers, or tenants.
 - iv. Business library cards are valid for one year and can be renewed by repeating the same procedure.
 - c. Educator Library Card
 - i. Any administrator, teacher, or teacher aide who resides outside the Library's service area and are currently employed in Evergreen Park Elementary School District 124, Evergreen Park Community High School District 231 or Most Holy Redeemer School will be issued a library card upon application without a fee in concordance with applicable intergovernmental agreements.
 - ii. Educators must present a current school ID and current ID verifying home address. Use is limited to the individual whose name appears on the card.
 - iii. The cardholder is responsible for all fines and fees for overdue, damaged, or lost materials.
 - iv. Educator library cards expire at the end of the academic year, and may be renewed at the beginning of each academic year if the card is in good standing and the educator remains employed by the local educational entity.
 - v. Educator library cards allow the holder to borrow materials from the Evergreen Park Public Library collection for a six week loan period. This privilege does not extend to materials acquired from other libraries.
 - d. Temporary Residents
 - i. Persons residing temporarily in Evergreen Park may receive an Evergreen Park library card and such card will be issued without a fee.
 - ii. 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.
 - iii. A temporary resident card will be valid for a period of six months.
 - iv. Temporary cards may be used at the Library only and are not valid for reciprocal borrowing, interlibrary loan, videogames or for the take-home checkout use of laptops, mobile hotspots, or other technological equipment.

2. Library Cards – Lost and Stolen Cards

- a. Lost or Stolen Cards
 - i. 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.

3. Circulation of Materials

- a. Checkouts
 - i. Materials may be checked out to any resident of Evergreen Park 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.
 - ii. 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 Reaching Across Illinois

Library System (RAILS) regarding reciprocal borrowing. These policies require that the Library contact 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.

- iii. Library cards are non-transferable and cardholders are responsible for all materials checked out to their cards.
- b. Loan Periods
 - i. Most library items are loaned for 21 days.
 - ii. Interlibrary loan items will be loaned for the number of days determined by the library checking out the item.
 - iii. Audiovisual materials, Library of Things, and technological equipment may have varying loan periods.
 - iv. For a list of loan periods by item type, see Appendix A: Loan Periods & Fines.
- c. Extended Loan Periods
 - i. Vacation loans for a period of up to six weeks will be made upon the request of a member. The following items are not available for extended loan: new items, interlibrary loan items, Library of Things, and technological equipment.
 - ii. Teacher loans, for anyone who is teaching preschool through college including home schooling parents, will be made for a period of six weeks upon request with the exception of new books, interlibrary loan items, Library of Things, and technological equipment.
- d. Renewals
 - i. Eligible materials may be renewed up to two times provided that there are no holds on the items.
- e. Limits on Loan Periods and on Number of Items Checked Out at a Time
 - i. For most collections, there are no limits on the number of items that may be checked out by a member at one time.
 - ii. 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 school assignment.
- f. Overdue Materials
 - i. Members are responsible for returning items on time and paying for lost and damaged materials.
 - ii. The Library does charge overdue fines on late materials. For a list of fine amounts, see Appendix A: Loan Periods & Fines. Cardholders are responsible for overdue fines and fees when visiting other libraries.
 - iii. 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.
- g. Reminders and Overdue Notices
 - i. Prior to overdue notices, reminders to return items are sent 3 days prior to due date and on the day the item is due.
 - ii. Overdue notices shall be produced for items that are 7 days overdue.
 - iii. A second overdue notice shall be produced for items that are 21 days overdue.

- iv. Members will receive a collection agency notice once charges reach \$50.
 - v. Final billing notices shall be produced for items that are 42 days overdue.
- h. Claims Returned
 - i. 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
 - i. 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.
 - ii. When an item that has been checked out to a member is reported lost or damaged, 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 per Section j.iii: Replacement of Lost and Damaged Materials.
 - iii. Members who report that an interlibrary loan item has been lost shall be assessed fees based on the then-current charges of RAILS.
 - iv. If an item that has been reported lost is returned within one month of the date on which the loss was paid, the Library will refund any paid replacement charges.
 - v. 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. Replacement of Lost and Damaged Materials
 - i. Members will be charged the price listed in the SWAN database for materials that are unreturned, lost, or damaged beyond the point of repair.
 - ii. Acceptance of replacement items in lieu of payment is at the discretion of the Library Director, Public Services Coordinator, or appropriate Department Head.
 - iii. When acceptance of replacement items is determined by appropriate library staff, the following criteria must be met when replacing an item:
 - 1. Adult, YA, or Children's books: replacement must match the ISBN exactly.
 - 2. Periodical: replacement must match title and issue.
 - 3. Music CDs: replacement must match title, artist, and edition.
 - 4. DVDs: replacement must match title, edition, and screen format.
 - 5. All other materials: replacement must match title, edition, format, publisher, and other criteria depending on the format.
 - iv. Replacement materials are not accepted for interlibrary loan or OCLC materials. Replacement costs are subject to the owning library.
 - v. Once a member provides a replacement copy for a lost/damaged item, the replacement item is the property of the Library and will not be returned if the lost item is found.
- k. Blocked Members
 - i. An Evergreen Park patron is delinquent and stopped from checking out items when \$10.00 or more in charges has accumulated or a bill for materials appears on a member's record.

- ii. A blocked reciprocal borrower may not borrow items until the delinquency is cleared in accordance with RAILS procedures.

Approved by the Evergreen Park Public Library Board of Trustees February 14, 2024.

Appendix A: Loan Periods & Fines

All library materials are lent free of charge. No fines are charged for the days the library is closed.

Loan Periods and Fines

Item	Loan Period	Fine per Item per Day	Max Fine
All books, including new books	3 weeks	\$0.10	\$10.00
Audiobooks (Books on CD, Kits)	3 weeks	\$0.10	\$10.00
Music CDs/Vinyl	3 weeks	\$0.10	\$10.00
All non-fiction Movies	3 weeks	\$0.10	\$10.00
Hooked on Phonics	3 weeks	\$0.10	\$10.00
Magazines	1 week	\$0.10	\$10.00
Children's DVDs	1 week	\$0.10	\$10.00
Adult Feature DVDs	1 week	\$0.10	\$10.00
Adult Documentary DVDS	3 weeks	\$0.10	\$10.00
Adult TV Series	3 weeks	\$0.10	\$10.00
Video Games	3 weeks	\$1.00	\$10.00
Laptop	1 week	\$15.00	\$100.00
Hotspot	1 week	\$5.00	\$100.00
Library of Things	3 weeks	\$5.00	\$100.00

Overdue materials will be charged fines according to the library's fine rules at the library where the item is checked out. Any materials not listed above will be charged based on the owning library's fine rules or if it is an Evergreen Park item, it will be determined in conjunction with this document and the discretion of the Library Director.

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