CIRCULATION POLICY

LIBRARY CARDS

Lemont Public Library provides several types of library cards to meet the needs of a range of patrons.

1. RESIDENT BORROWER: Residents of the Lemont Public Library District (the "Library") eighteen (18) years of age and older may obtain a borrower's card by completing an application and furnishing proof of current residency and a photo ID. Residents of the Library District who are under 18 years of age may be issued a Juvenile borrower's card (ages 0–10) or a Young Adult borrower's card (ages 11–17). A parent or legal guardian with a valid Lemont Public Library card must sign the application form. A resident card is subject to address verification every four (4) years.

2. NON RESIDENT BORROWER: Eligibility for this type of card is subject to the appropriate provisions of Illinois State Statutes. Illinois residents residing in an area without public library service may obtain a non-resident library card by completing an application, furnishing proof of current residency, a photo ID, and paying the non-resident fee currently in effect. Individuals under eighteen (18) years of age must have a parent or legal guardian sign the application. All members of a non-resident patron's household are then entitled to individual patron cards without additional payment. Payment of the non-resident fee entitles the patron to all library services. A non-resident card is valid for one (1) year from date of issue, in accordance with Public Act 92-0166. Non-resident cards are available for free to veterans and surviving spouses who provide documentation that they are exempt from paying property taxes on their primary residence. In accordance with the Illinois "Cards for Kids Act" (Public Act 101-632), the Library provides free non-resident library cards to K-12 students living in eligible unincorporated areas of the District who are not otherwise served by a public library, provided they meet the income guidelines established by the Act.

3. NON-RESIDENT TAXPAYER: Library cards are available without charge to persons who pay property taxes to the Lemont Public Library District but do not live within the library district. The most current tax bill must be presented upon application. Non-resident cards are valid for one (1) year from the month of issue.

4. COMMUNITY AGENCY/BUSINESS BORROWER: Community agencies and businesses located within the boundaries of the Library District may obtain a card in the name of the agency/business if the application is completed by an officer of the agency/business. This card shall be for use at Lemont Public Library only and shall be valid for one (1) year from the month of issue.

5. RECIPROCAL BORROWER: Any person holding a valid borrower's card from a public library participating in the Illinois Reciprocal Borrowing Program may be granted reciprocal borrowing privileges upon completion of an application.

LOST AND DAMAGED CARDS

In the event that a Lemont library card is lost or damaged, a replacement card can be issued at no charge.

LOAN OF MATERIALS

- Materials may be checked out by the holder of any Illinois library card that is not expired, has less than $50.00 in charges, and has fewer than 10 items overdue. The cardholder is responsible for all materials checked out on their card. The library is not responsible for any damage to a patron's equipment caused by the use of any materials borrowed from the library.
- There are no age restrictions on borrowing any library materials; parents/guardians are responsible for a child's selection of materials. Parents/guardians are responsible for all materials checked out on a young adult or juvenile card linked to them.
- Library materials will be loaned according to the Loan Rules and Fines Schedule
- Extended loans: on customer request, materials may be checked out for an extended loan period. Restrictions apply to those materials that have been reserved by another customer or are not renewable. Extended loan materials can be renewed for a normal loan period.

RENEWALS

Most materials may be renewed as long as they have not been reserved by another patron. Each renewal period shall be the same length of time as the initial loan period. Restrictions apply to interlibrary loan items.

HOLDS

Cardholders may place a hold (reserve request) on most circulating items. Hold limits are delineated in the Loans Rules and Fines Table.

- The Library is not responsible if the patron does not receive notification.
- The Library reserves the right to cancel holds at any time.

OVERDUE MATERIALS:

Lemont Public Library District does not charge overdue fines on most late materials. However, patrons are responsible for returning items on time and paying for lost and damaged items. Costs are delineated in the Loan Rules and Fines table.

- The Library is not responsible if the patron does not receive notification.
- The guardian/responsible party listed on a juvenile card is responsible for all fees on the juvenile card.
- Items that are 30 days or more overdue are considered lost, and billing notices shall be sent
- Once a lost item has been replaced, usually between 90 and 180 days, the library will no longer refund the fee.

DAMAGED AND LOST MATERIALS:

- If an item is borrowed through Interlibrary Loan, the owning libraries set the price and replacement policies for lost or damaged materials borrowed via Lemont Public Library District.
- Lemont Library materials that are lost or damaged by a borrower shall be paid for at the price shown in the item record of the library database.

- Once a lost item has been replaced, usually between 90 and 180 days, the library will no longer refund the fee.
- Patrons may be charged for the replacement of missing or damaged parts, pieces, and/or accessories of any item or equipment in any format.
- If an item is not located by the borrower or the library, a "Claims Returned" can be requested, waiving fines and fees for the lost item. A borrower may have a maximum of two (2) Claims Returned items on their account per year.

RESTRICTION OF BORROWING PRIVILEGES:

- A patron's borrowing privileges will be suspended if:
    - Account balance from fines and fees exceeds fifty dollars ($50.00).
    - Ten (10) or more items are overdue.
- Borrowers with an unresolved account balance of $50.00 or more may be referred to a Collection Agency. Borrowing privileges will be suspended until the account balance is paid in full.

CONFIDENTIALITY OF RECORDS

The registration and circulation records of the library are confidential information, and no person shall publish or make any information contained in such records available to the public. In compliance with the Illinois Library Records Confidentiality Act, the released information does not include any registration or circulation records that would indicate materials borrowed, resources reviewed, or services used at the Library.

The library may publish or make available to the public reasonable, statistical reports regarding library registration and material circulation where those reports are presented so that no individual is identified therein.

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. The Library will comply with Public Act 95-0040 which creates 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 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.

Public Act 95-0040 also provides that "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." The Officer's Request for Confidential Library Information form should be completed by any law enforcement officer requesting registration or circulation records.

LOAN SCHEDULE

MATERIAL TYPE	LOAN PERIOD	RENEW LIMITS	Item Checkout LIMIT (PLC)	item Checkout LIMIT (Reciprocal)	OVERDUE FINES
Books & Magazines	3 weeks	2 renewals	300	25	
Books on CD	3 weeks	2 renewals	25	5	
Music CDs	3 weeks	2 renewals	25	5	
DVD, BR (1 or 2 disc)	1 week	1 renewal	25	5	
DVD, BR (3 or more discs)	3 weeks	2 renewals	25	5	
Video Games	1 week	1 renewal	3	1	
eReaders, Hotspots, Rokus, LoT	2 weeks	No renewal	1	Not Permitted	$2.00/day and $10 max if returned.
Kits	2 weeks	No renewal	999	Not Permitted	
Board Games	1 week	1 renewal	999	999	
Interlibrary Loan	Set by Owning Library	Set by Owning Library	10	Not Permitted	
Hold Requests			50	20	
Items Checked Out			300	30	
Reference and newspapers	Cannot be checked out				`

REPLACEMENT COSTS

ITEM	REPLACEMENT COST
CD, DVD, BR, Video Game Case, Cover Art	$2.50
Missing disc from Book on CD	$10.00 or item price if not individually replaceable
All other items including books, Kits, roku, hotspots, Library of Things, accessories, item part, etc	Price in Item Record

FINES AND FEES

MATERIAL TYPE	OVERDUE FINES	FEES	MAX COST IF RETURNED
Books & Magazines	N/A		
Books on CD	N/A		
Music CDs	N/A		
DVD, BR (1 or 2 disc)	N/A		
DVD, BR (3 or more discs)	N/A		
Video Games	.50/day		$10 Max if returned
eReaders, Hotspots, Rokus, LoT	$2.00/day	$5.00 if returned in drop box	$10 Max if returned
Kits	N/A	$5.00 if returned in drop box	
Board Games	N/A		
Interlibrary Loan	Set by Owning Library		

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