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## LOAN OF LIBRARY MATERIALS

### POLICY

The Antioch Public Library shall provide access to library materials for the greatest possible number of borrowers by establishing reasonable limits on the number of materials borrowed and the duration of loans; by enforcing such limits by means of penalties; and by using appropriate means to secure the return in usable condition of borrowed materials or payment of costs for replacement; including costs for handling and processing. The Board shall establish a schedule of loan periods and renewal allowances which from time to time shall be reviewed and considered for revisions.

### PATRONS

#### 1. Borrowing Privileges

- a. The Library shall loan materials to persons who have a current library card issued by Antioch Public Library District or another library with which Antioch has a reciprocal borrowing agreement and who do not now owe library fines or have overdue materials.
- b. The Library may provide borrowing privileges to institutions and corporations that operate within the district.
- c. Reciprocal Borrowing is defined in Illinois Rules and Regulations for Library Systems and State Aid, 23 ILL. Adm. Code Section 3030.215. The existing Reciprocal Borrowing Covenant between Illinois Libraries is included in the appendix.
- d. The Library Director at his/her discretion in emergencies may loan materials to other persons provided that they present valid identification and leave a security deposit of an amount equal to the replacement fees on the borrowed items.

2. Borrowers' registration: The Library shall issue borrower's registration cards to persons eligible by residence within the Antioch Library District or payment of an annual fee comparable to costs residents pay through taxation; or to persons who demonstrate special need.

#### a. Resident cards:

- (1). Resident cards will be issued to persons who reside within the library district. Persons wishing to obtain resident cards must be able to document their residency. The library will accept the following as proof of residency:

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- (a). Tax bill
- (b). Driver's license
- (c). State issued I.D.
- (d). Utility bills
- (e). Recent (no older than six months) rent receipt with name and address written or printed on it
- (f). Current voter registration
- (g). Foreign picture identification cards

(2). High school students may use a grade report.

(3). Younger students and toddlers will need their parents to present proof of residence. The library will issue a resident card to any resident regardless of age. The library's youngest residents must have parental consent for a card. (Residents signing for a children's card are acknowledging responsibility for fines and fees incurred on these cards.)

(4) Resident's registration shall be for a three-year period. All other registrations shall be for one year. Registration may be renewed without limit.

b. Courtesy Cards:

(1). Persons residing in the district without a legal address may obtain a courtesy card. The courtesy card will be good for three months and will be good only at the Antioch Public Library District. Courtesy cards will be marked in accordance with the current agreement with the member libraries of the Reaching Across Illinois Library System.

(2). Courtesy Retirement Cards: Persons retiring from the Antioch Public Library District Board or Staff may be given a complimentary courtesy card. This card does not expire every three years, but is valid for the recipients' lifetime. These cards are a reward for service given to the library district. These recipients are subject to all the rules of the library district including fines.

c. Non-Resident Cards: Persons residing outside of the State of Illinois or in parts of Illinois not serviced by a library district may purchase a non-resident card. Under the current Public Library Non-Resident Services Act (23 Ill. Adm. Code 3050.20) each public library may only sell cards to the nearest non-resident service area. As of 2006 all Illinois unserved areas adjacent to the Antioch Public Library

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District have been incorporated into neighboring library districts.

- (1). Non-resident cards will entitle patrons to use all the services of the Antioch Public Library District.
- (2). The non-resident card will entitle patrons to use libraries all over the State of Illinois.
- (3). Non-resident cards will be good for one year from date of issue.
- (4). Non-resident cards will be sold for a fee to be determined by the current formula from the Illinois State Library.

d. Business Cards: Business owners who own or rent property within the district may obtain a library card for themselves or for their business. These cards will be issued under the following conditions.

- (1). Patron will need to show proof of business ownership.
- (2). Patron will need to show proof of business location within the district, proof maybe a tax bill or a rent receipt which bears the address of the business.
- (3). Only one card can be issued per address.
- (4). The cards will be renewed annually.

e. Contractual Borrowers: Contractual borrowers are patrons who are employed at another government entity that contracted with the Antioch Public Library District to allow its employees to have a library card, i.e. teacher's cards. Cards issued in this category will be issued as follows:

- (1). Patron will need to show proof of identity
- (2). Patron will need proof of his/her residency
- (3). Patron will need to show a paycheck stub identifying themselves as a current employee with a governmental entity which holds a contract with the library.
- (4). Such cards will be issued for one year and be subject to all the rules of the Antioch Public Library District as set forth in the policy manual.

f. Staff Cards: Staff Cards will be issued to any employee of the Antioch Public Library District. Employees who reside outside of the district may also have a card regardless of where they live. Staff cards are subject to all the policies of the Antioch Public Library District, but they do not pay fines for their late materials. Staff members who fail to return items in a timely manner may be written up for a violation of library policy,

### 3. Reciprocal Borrowers.

a. The Antioch Public Library District welcomes patrons from other Illinois libraries. It complies with the Reaching Across Illinois Library System (RAILS)

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Reciprocal Borrowing Covenant and the State Reciprocal Borrowing Covenant. Both documents are available on the RAILS website.

b. Patrons who own property in this district and in other districts will be served on the library card represent their primary residence.

c. Patrons who reside in Antioch part time but do not claim Antioch as their primary residents may still wish to have an Antioch card. Such a patron will be issued a courtesy card which will only be good at the Antioch Public Library District

### CONFIDENTIALITY OF LIBRARY RECORDS

1. The Antioch Public Library District in full compliance with the law strictly forbids any employee from disclosing registration or circulation records to any person other than the patron directly responsible for the return of the material except pursuant to a court order.

*NOTE; Under the Federal Homeland Security Act, agencies like the FBI may request a patron's record with a court order. Under these conditions the library will not be allowed to notify the patron of this request.*

2. Patrons requesting their registration or circulation record shall only be provided with such, upon the presentation of their library card and one other broadly honored piece of identification, and;

3. This policy shall apply equally to children as well as adults and not be construed to allow parents access to records of their child.

### FINES AND FEES

1. The Library establishes fines to encourage the return of borrowed materials within the loan period and to assure fair access to materials for all library users. Fines shall be set high enough to deter abuse of borrowing privileges and to partially off-set the costs of handling overdue accounts, but they shall not be so high as to discourage borrowing.

2. The Library establishes fees to recover the costs of: securing materials not returned during customary over dues procedures, repairing damaged materials, replacing lost materials; and handling materials returned improperly. Fees for other special services appear elsewhere in the policies.

3. The schedule of fines and fees (APPENDIX K) shall be established by the library board and shall be reviewed and revised from time-to-time.

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4. Fines and fees for materials not returned shall accumulate based on replacement costs plus fees for handling and processing plus fines, plus fees for notification of collection action and collection costs. Settlement of an account shall require either the return of all overdue materials or payment of replacement fees, plus payment of all fines and other fees that shall have accumulated, except that the amount of the fine shall be forgiven when fees for lost materials are paid prior to the notification of collection action.

**DISPOSAL OF PATRON REGISTRATION RECORDS**

- 1. Patron records shall be deleted if the library card is not renewed within 12 months after expiration and if fines owed are less than \$5.00. Patron records with more than \$5.00 in fines shall be maintained for three years. After three years, the record will be destroyed.**
- 2. Any physical records containing personal information of library patrons will be shredded before disposal.**
- 3. Computer hard drive's containing deleted or active information about patrons will be erased at least twice before disposal.**

COLLECTION POLICY

When materials are overdue, patrons are telephoned one week after the due date of borrowed materials followed by a second call after two weeks. After four weeks if the materials have not yet been returned, the patron will receive a bill for materials and processing costs. If the patron fails to respond to the bill, then the matter may be turned over to a collection agency at the discretion of the Library Director and with the consent of the Board, if the total costs of the overdue items are \$50.00 or more, and the patron fails to respond to a collection agency, it may be turned over to the local police for prosecution under the shop lifting laws of the State of Illinois.