

### **3.1 Circulation**

#### **1. Types of Cardholders**

- A. Residents and employees of the Acorn Public Library District are eligible to be issued a library card for a term of three years.
- B. Each local business is entitled to one library card issued to an officer or owner of that business for a period of one year.
- C. **Non-Resident Cards:** Individuals residing in an area unserved by a public library and whose closest public library is the Acorn Public Library may purchase a *non-resident card* from the Library. The fee for this card shall be calculated yearly according to the General Mathematical Formula established by the Illinois State Library (75 ILCS 5/4-7 (12) and 23 Ill. Adm. Code 3050.60). A non-resident card shall be valid for 1 year. This card shall entitle the cardholder to all services provided by the Acorn Public Library District, including reciprocal borrowing.

#### **2. Registration and Replacement Cards**

- A. Library cards will be issued by the Acorn Public Library District to individuals upon completing a registration application and providing proof of residency. Proof of residency within the District may include either a valid government issued photo ID with current address or a valid government issued photo ID and a document bearing the individual's current address, such as a utility bill, mortgage, lease, property deed, most recent property tax bill, voter registration card, or vehicle registration. If an individual refuses to supply sufficient proof of address or identification, or deliberately withholds information on a library card application, the request for a library card may be denied. Photo IDs and documents proving residency must be originals; photocopies will not be accepted. Library cards will be issued to individuals ages 17 and younger with the signature of the parent or legal guardian with whom they reside and who meets the residency requirement. Library cards will not be issued later than 30 minutes before closing.
- B. The library must be notified of change of address or telephone number.
- C. The patron is responsible for any charges related to loss, damage or late return of library materials borrowed on his or her card. During the current three year registration period, the cost of replacing a lost, misplaced, or destroyed borrower's card is \$3.00. If a borrower's card is lost, the patron must notify the library immediately.
- D. The patron is responsible for all materials checked out on the lost card until the date of expiration.
- E. Any expired card may be replaced free of charge.

#### **3. Checking Out Materials**

- A. Any holder of a valid card from the Acorn Public Library or a SWAN library may borrow materials from the Library. Cardholders must present their library cards in order to check out materials. Cardholders will be allowed to check out materials without a card if they have valid picture identification.
- B. Acorn Public Library follows the RAILS reciprocal borrowing policies. Patron cards issued by RAILS academic and school libraries are not valid for reciprocal borrowing in public libraries.
- C. Material can be kept without fine until the latest date indicated on date due card or date due slip.
- D. The latest issue of a periodical does not circulate. Reference material does not circulate.
- E. Most items can be renewed, as long as there are no holds on the item.

F. Loan Periods are as follows:

Item	Loan Period	Renewals
Books, Audiobooks and Periodicals	3 Weeks	2
CDs, TV series, and non-fiction DVDs	3 Weeks	2
Streaming Media Devices	2 Weeks	None
New Release fiction DVDs	3 Days	None
Older fiction DVDs	1 Week	None
CD-ROMs and Video Games	1 Week	None
Hot Copy Items	1 Week	None
Hot Copy DVDs	3 Days	None

G. Acorn Public Library Cardholders may borrow up to 25 items total at one time.

H. Only 3 Video Games per card may be checked out at a time.

I. Only Acorn Public Library Cardholders may check out Hot Copy materials.

#### 4. Lost or Damaged Library materials.

- A. If an item is reported lost, the patron will be charged the cost of the item, plus technical services processing fee (\$1.00 for periodicals, \$5.00 for all other items). The cost of lost material will be determined by the cost listed in the owning Library's database or by the price charged by the Library's primary collection development service. Replacement items are not accepted. If the item is subsequently returned within one month, the amount paid will be refunded upon presentation of a valid receipt. The patron, however, is responsible for all overdue fines incurred from the original date the item was due until the date on which he/she paid for it, or the date on which it was reported lost.
- B. If there is damage to library material cases or barcodes, the patron will be charged \$1.00 per CD case, DVD/videogame case, and barcode; \$2.00 per audiobook case; and \$10.00 per streaming media device case.
- C. If library material is judged by a department supervisor to be damaged beyond repair and unsuitable for further circulation, the patron shall be charged the price of the item as listed in the owning Library's database or by the Library's primary collection development service, plus the technical services processing fee. Replacement items are not accepted.

#### 5. Reserves

- A. Library material may be reserved for eligible borrowers by Library staff or online by the patron. The patron will be notified by library staff when the material is available to be picked up. Reserve materials will not be held more than seven days, not including the day a notification was sent. Due to patron confidentiality, library materials may not be picked up by anyone other than the patron unless prior permission for third party pickup is given by that patron and verified by the library staff. Any third party picking up books must provide proper identification to Library staff.
- B. Only Acorn Public Library Cardholders may reserve new fiction DVDs, Streaming Media Devices, and video games. There are no reserves for items classified as *Hot Copy*.

- C. Reference materials, current issues of periodicals, new fiction DVDs, video games, and streaming media devices are not available through ILL requests both inside and outside the SWAN consortium.
- D. Acorn Public Library Cardholders may place up to 15 reserves at one time.