



WESTERN DISTRICT LIBRARY

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westerndistrictlibrary.org

Circulation Policy

Preface

Western District Public Library patrons assume full responsibility for the return, damage, fees or fines for materials loaned under this policy.

Registration

- A. Residents and property owners within the Western District Public Library are taxed for library services on their real-estate tax bills. A Western District Public Library card can be obtained upon display of a valid government-issued photo identification card and proof of current address within the library district. Western District Public Library residents and property owner library cards expire after three years and must be renewed with presentation of identification.
- B. Minor residents in the Western District Public Library service area under the age of 18 are eligible to get a library card with the signed permission of a legal guardian. The legal guardian registering the minor must show a valid government-issued photo identification card and proof of residence within the library district. The address of the minor and the legal guardian must be the same. The legal guardian's card may not have \$5.00 or more in fines when registering the minor's card. Library cards of minors expire after three years and must be renewed with presentation of the guardian's identification, or their own identification should they turn 18. Minors who turn 18 may update the status on their account at any time with their own identification. The library reserves the right to restrict the checkout of certain materials to minors.
- C. Residents of unincorporated surrounding areas who are not taxed for library service may choose to purchase a Western District Public Library card. Purchase card holders are entitled to the same services as taxed card-holders.
 - a. The cost of library service for residents outside the boundaries of the Western District Public Library is currently \$125 per household per year.
 - b. By law, purchased cards expire each year and may be reissued in subsequent years upon payment of the current non-resident fee. Purchased library cards will show the expiration on the back of the card.
 - c. Payment for purchased library service may be made in cash or by check. Cards must be paid for in full at the time of purchase.

- D. Business or commercial property owners within the Western District Public Library are taxed for library service on their real estate tax bills, and are therefore eligible for a library card. Additionally, business or commercial renters within the Western District Public Library are eligible for a library card under the assumption that a portion of any rental payment is utilized by the landlord for the payment of property taxes. A Western District Public Library card can be obtained by a business upon proof of business ownership or commercial rental (i.e. the most current tax bill, a rental or lease agreement, professional license, etc.). Only one card will be issued per business. The business is responsible for any fines or fees associated with or damage done to Library materials checked out with its card. Business cards expire after three years and must be renewed with presentation of identification.

- E. The Library extends reciprocal services to persons with a valid current library card from other libraries in Illinois. A current library card in good standing and a valid identification with the person's current address must be presented to obtain reciprocal borrowing privileges. The Library reserves the right to limit services. Reciprocal Borrower registration expires after one year and must be renewed with presentation of a current library card in good standing and valid identification with the person's current address.

Loan Periods and Limits

All loan periods, fees and fines apply equally to Western District Public Library card holders, to Reciprocal Borrowers and to Non-Resident card holders. *This policy acknowledges that WDPL items checked out and returned at other PrairieCat locations may be subject to the circulation rules of that location.*

Standard Loans

- A. 3-day loan: Museum Passes Limit 1
- B. 7-day loan
 - a. Films (DVDs and Blu-Ray) Limit 8*
 - b. Video Games Limit 1
 - c. TV Shows Limit 8*
 - d. Chromebooks Limit 1
 - e. Hotspots Limit 1
- C. 21-day loan
 - a. Books No Limit
 - b. Magazines No Limit
 - c. Music CDs No Limit
 - d. Non-Fiction Films Limit 8*
 - e. Audio Books on CD No Limit
 - f. Puzzles No Limit

*Films are limited to 8 total of any combination of loan periods, format or movie type

- D. The Western District Public Library offers electronic media for download to Western District Public Library cardholders. Electronic Materials may be checked out for 7, 14, or 21 days depending on the item and the digital usage rights.

All items may be renewed up to two times if not on reserve or under special loan limits. Overdue items may be renewed and the fines are < \$5, provided they are not on reserve or under special loan limits. In the case of renewal of overdue materials, fines will be assigned to the borrower's library card account from the original due date if renewed. Items may be renewed at the library, on the website or over the phone, as long as the cardholder can verify their identity through either confirmation of birthdate and/or address or library card barcode number.

Reserves/Holds

- A. Residents of the Western District Public Library, as well as purchased card holders, may place holds in person at any service desk, by telephone, or by accessing the Library Catalog over the internet with a valid library card. Reserves/holds may be placed on any holdable item. Items will be held for six library business days from the time the item becomes available. Patrons will receive confirmation when their hold is available.
- B. Reciprocal Borrowers may request on-shelf items in person at any service desk or by telephone. Reciprocal Borrowers holds will be held for no longer than six library business days.

Fines and Fees

A. Overdue Fines

The Western District Public Library issues a \$0.10 overdue fine per day on most library materials, not to exceed \$10 per item. Hotspots and Chromebooks are issued a \$10.00 overdue fine per day, not to exceed \$50.00 per item. The Western District Public Library reserves the right to restrict borrowing privileges if fines accumulate in excess of \$5.00 per patron.

B. Lost items

If an item has not been returned 44 days after its due date, the borrower will be charged the replacement cost of the item. At that time the patron must return the item or pay the replacement charge. Refunds will only be granted for found items if the item is found within 90 days of original payment. A \$5.00 fine per item shall be deducted from any refunds given. The Library may accept donations of new items in lieu of payment if the item has the same ISBN and specifications; this must be approved by the Library Director.

If a patron reports an item has been lost, the patron will be charged the cost of the item. If the item is not a WDL item, the owning library must be contacted. WDL staff must fill out proper WDL forms, and checks must be made to the owning library, or WDL must reimburse the owning library for the cost of the item.

C. Processing fees for lost or damaged materials

Patrons will be charged for lost items and pieces.

Representative replacement fees for damaged or lost Western District Public Library Materials

- a. Single Audiobook CD \$10.00
- b. Audiobook/Game/Film Case \$10.00
- c. Lost/Damaged Barcode \$1.00

Guidelines for determining damage:

The Western District Public Library understands that books and media experience normal wear and tear as they are used. The Library balances normal wear and tear against damages that might make the public reluctant or unable to use the material. Usability is one consideration; appearance is another. These guidelines cover any material that the Library checks out to the public.

Fees for damaged materials will be charged upon return when the condition of an item makes it unsuitable to be returned to the collection.

- A. Normal wear and tear or minor damage is to be expected as items circulate. This includes:
 - a. Book falling from spine, loose spine or loose pages
 - b. Frayed edges
 - c. Tears on spine channel
 - d. Magazine back cover or insert missing
 - e. Torn plastic covers
 - f. Paper dust jacket torn/marked
 - g. Plastic jackets torn/marked
 - h. Occasional torn page
- B. Examples of major damage that requires withdrawal of materials:
 - a. Teeth or claw marks
 - b. Liquid damage
 - c. Pages stuck together
 - d. Extensive marking/comments
 - e. Pages marked/burned/missing/torn
 - f. Swollen/mildewed/odiferous
- C. Examples of items that would be withdrawn if parts cannot be replaced
 - a. Books that are missing an accompanying component when those items cannot be replaced, e.g. a missing CD, pattern, and so on. In this case, a new item must be purchased, even though the remaining parts are not damaged.

- b. Certain audiovisual items that are missing accompanying instruction of informational booklets when those items cannot be replaced and the booklets are needed to maintain the value of the item.

D. Paying fines

Patrons may pay for fines at WDL with cash or check. At this time, WDL cannot accept credit cards at the desk, but patrons may use PrairieCat's Pay Online feature by logging into their account at www.prairiecat.info.

Claims Returned

Patrons are ultimately responsible for the safe return of all materials. If an item is lost or damaged, the patron must take responsibility for the replacement cost of that item. However, in the instance that a Western District Public Library patron, or guardian of a patron under 18 years of age, strongly believes they returned, or never checked out, a WDPL item that cannot be found on the shelves, staff may grant the patron up to two (2) claims returned on WDPL items. Claims Returns are not allowed on Chromebooks, Hotspots, video games, museum passes, or other special items. The Library Director must be consulted if further claims returns are to be made on an account. If the item in question belongs to another library, that library must be contacted as they make the decision for a Claims Returned.

When the item is marked Claim Returned, a Note field will be added into the patron account recording the title, author, barcode, names involved and a date. If a patron habitually claims items were returned beyond the two (2) allotted by WDPL, the patron may not be allowed to continue checking out items from the library's circulation system.

Purging Library Card Accounts

The Western District Library uses PrairieCat reports and WDPL criteria for purging inactive cardholders from the system. The retention schedule is thus:

- Patron accounts who have had no circulation activity in 3 years, and whose cards have expired since the last calendar year, and have no fines on their accounts, will be deleted.
- Patron accounts that have been expired for 3 years, and have less than \$25 in fines, will be deleted.
- Patron accounts that have been expired for 7 years, and have \$25 or more, but less than \$100, in fines will be deleted.
- Patrons with fines of \$100 or more will not be deleted until the fines are paid.

Interlibrary Loan

A. Borrowing from libraries outside our consortium, general rules

The library provides interlibrary loan service exclusively to Western District Public Library cardholders, with accumulated charges of no more than \$5.00, when materials cannot be obtained from the library collection or local consortium. Materials requested through ILL may take 1-3 weeks from the time the request has been submitted to the date it arrives at the Library. Items in high demand and those requested from outside Illinois may take longer.

Every effort will be made to obtain requested items at no cost. In the event an item cannot be obtained for free, the patron will be notified of the option to pay the lending fee. In the event that a patron requests a “Rush” or “Urgent” request as outlined in the ILLINET guidelines, the patron may be charged for that service. All ILL items borrowed through the Western District Public Library must be returned to the Western District Public Library.

- The Library will only request materials within the 48 contiguous states.
- The Library will not request multiple copies of the same title for the same person

B. Loan Periods and Limits

All loan periods shall be set by the loaning library. The Western District Public Library has no control over loan periods established by the loaning library.

C. All renewals are dependent on the lending library’s approval and cannot be guaranteed. You may request a renewal before the item’s due date, however you must request it no later than 3 days before the initial due date. For example, if an item is due on 8/22, you must request the renewal no later than 8/19. You may request a renewal at the circulation desk, by calling library staff at (309) 526-8375, or by emailing staff@orionlib.org.

D. Overdue fines match the Western District Public Library Circulation Policy fine structure.

E. A borrower has up to 30 days to search for misplaced items before being required to pay replacement costs. Once fees are paid, no refunds will be granted for found items. The Library does not accept donations of like item in lieu of payment. All damaged or withdrawn materials remain the property of the lending library. The lending library will determine the fees for any lost or damaged item. Any fees charged to the Western District Public Library by the lending library are passed on to the requesting patron.

Other Fees

The Library charges the following fees in order to recoup the cost of services provided:

- Black and white copies/printouts: \$0.10/page
- Color printouts: \$0.25/page
- Faxing Services: \$1.00 for first 5 pages, \$0.05/page for all additional pages. Faxes must be sent within the United States.

A Western District Public Library cardholder may request to have other fees charged to their library account, including fees for copying, printing, or faxing. Cardholders should note these charges count towards the \$5.00 limit affecting check-out.

Cardholders may also request a receipt upon paying for these fees.