

TITLE: Circulation Policy

DATE ADOPTED: August 11, 2008 LAST REVISED: November 14, 2016

Obtaining a Library Card

All residents residing within Lake Villa Township are eligible for a Lake Villa District library card. All cardholders agree to abide by the following policy.

Eligibility

- As a resident or property owner within the district you can apply for a library card.
- Proof of residency is required.
 - Acceptable forms of identification include but are not limited to
 - Driver's license
 - Current piece of mail
 - Utility bill
- Residents under 16 years of age will need to come in with a parent or legal guardian who can show proof of residency.
- LVDL follows all federal and state laws regarding libraries and protects each user's right to privacy and confidentiality.

Lost or Stolen Library Card

- Report a lost or stolen library card to LVDL as soon as possible to avoid misuse of the card. Outstanding issues will need to be cleared before a replacement card is issued.
- Card Liability
 - The Library District recognizes that library cards may be lost or stolen and subsequently misused. Library card holders are responsible for the items which have been borrowed on their card. However, if an official police report is filed to report the lost or stolen card, then the patron's maximum liability is \$50.
 - A copy of this report must be given to the library in order to claim the liability limitation.

Special Use Cards

- LVDL offers special use cards to businesses, schools and institutions located in the library district. These cards have limited privileges and may be renewed annually. For more information contact the Head of Circulation.
- Homebound
 - Contact our Adult Service Department
- Teen Card (ages 14-16)
 - Limited use card for students in LVDL district
 - Checkout up to three books
 - eResources available
 - Valid for one year
 - May be upgraded at any time with parent or guardian signature

Inactive Library Cards

- Library cards not used in three years will expire.

Patron Privacy

- Patrons have access to their own records through the online catalog using their library card and a password.
- The password may be changed by the patron at any time.

Visiting

Simply bring your valid Illinois library card along with your current ID and we will register you in our system. This will enable you to checkout our library materials. Reserves, Interlibrary Loan Services and digital materials are for LVDL cardholders only.

Library Items

- LVDL has a limit of 150 items per card.
- Most circulating items may be placed on Reserve, with a total limit of 100 Reserves.
- There is a maximum late fee of \$5.00 for most items.
- If you owe \$10.00 or more in fines, you will be unable to check out, renew materials or place reserves.
- A limit of three LVDL fine exceptions may be removed from cardholder accounts.
- LVDL periodically offers fine free incentives to encourage the return of overdue items.
- Patrons may pay fines through our online catalog with a credit/debit card.
- LVDL is not responsible for damages that may occur to equipment in the use of library materials.

<u>Format</u>	<u>Loan Period</u>	<u>Item Limit</u>	<u>Renewable</u>	<u>Late Fee</u>
Book	3 weeks		yes	\$.10 per day
“Hot Item” Book	1 week		no	\$.10 per day
Audiobook	3 weeks		yes	\$.10 per day
CD	3 weeks		yes	\$.10 per day
Magazine	3 weeks		yes	\$.10 per day
Mobile Hot Spot	2 weeks	1 per card	yes	\$5.00 per day/Max \$25
Movie	1 week		yes	\$1.00 per day
New Movie	1 week	10 per card	yes	\$1.00 per day
“Most Wanted” Movie	1 week	1 per card	no	\$1.00 per day
	Loan	Item		

<u>Format</u>	<u>Period</u>	<u>Limit</u>	<u>Renewable</u>	<u>Late Fee</u>
Game	1 week	3 per card	yes	\$1.00 per day
Book Bag	3 weeks	3 per card	yes	
Umbrella	1 week	1 per card	no	\$1.00 per day
*Telescope	1 week	1 per card	yes	\$1.00 per day
*Launchpad	3 weeks	1 per card	yes	\$1.00 per day

*The telescope and Launchpads are limited to LVDL cardholders.

Renewing Items

- Visit our website @www.lvdl.org.
- Call 847.356.7711 to speak with circulation staff.
- Items will be automatically renewed on their due date (some restrictions may apply).
- In person, please remember to bring your library card with you. (remove this)
- Call our automated renewal system at 847.590.8706.
- Items may be renewed up to three times if no one else is waiting.

Overdue Items

- 1st overdue notice mailed at 15 days.
- 2nd overdue notice mailed at 29 days.
- For overdue items totaling \$50.00 or more a pre-collection letter is mailed at 45 days.
- Accounts with overdue items may be referred to a collection agency at 60 days.
- Overdue items not returned within three (3) months of the due date are considered lost and will not be accepted for return. The patron is responsible for the full cost of the item. A processing fee of \$5.00 per item will be assessed.

Missing/Lost Items

- Items comprising several parts cannot be checked in until all parts of the item are received.
- Patrons have 30 days after paying for a missing item to return it along with the receipt for a partial refund.
- A limit of three LVDL items may be removed from cardholder accounts for items claimed returned.
- Replacements for lost items will not be accepted.

Damaged Items

- Items are expected to be returned in the same condition as checked out.
- Cardholders are responsible for the replacement cost of library items that are damaged. A processing fee of \$5.00 will be assessed for each item.
- A limit of three LVDL damaged items may be removed from cardholder accounts.
- Replacements for damaged items will not be accepted.

Reserve Shelf Authorization

- With prior written consent, on file with LVDL, a patron may allow a family member or person who resides at the same address to pick up reserve items on their behalf.

Electronic Notification

Patrons may opt to register for email or text notifications on our website @www.lvdl.org.

Email Notification

- A courtesy notice will be sent 4 days before an item is due.
- Reserve notices will be sent when your holds are available.
- Automatic Renewal
 - A courtesy notice will be sent on the day an item is due if the item is unable to be renewed.
 - A notice is sent with the new due date if your item is successfully renewed.

Text Notification

- Reserve notices will be sent when holds are available.