

Circulation Policy

LIBRARY CARDS

District Resident

Since the Fox River Grove Public Library District is a tax-supported Library District, residents and owners of taxable property within the District are eligible for library cards permitting full use of the Library.

Reciprocal Borrowers

Illinois residents who have a valid Illinois library card may borrow materials from the Library. All the regulations covering Fox River Grove Public Library District residents apply to reciprocal borrowers with the following exceptions: reserves, digital resources, and Interlibrary loans can be initiated only at the reciprocal borrower's home library. Computer use and all program offerings are available to reciprocal borrowers as space permits.

Non-Resident

Residents of areas unserved by any public Library taxing district are required to pay an annual fee in order to access Library services. See the Non-Resident Library Cards policy for details. Upon payment, non-residents' access to all Fox River Grove Memorial Library materials will be equal to residents of the FRG library district.

Courtesy Cards

Courtesy cards can be issued to business owners in the District who are not residents of another library district. The card is valid for one year and must remain in the Library. If the business owner is a cardholder from another library with reciprocal borrowing privileges, that card will be used. Other courtesy cards may be issued at the discretion of the Director.

Limitations

Library cards will be issued to persons 5 years of age and older.

LOAN RULES

Items	Loan Period	Restrictions
Books	Two (2) weeks	50 item limit per adult card. No more than ten (10) on youth cards without parent present.
DVDs	One (1) week	5 Item limit per card
Music CDs	Two (2) weeks	10 item limit per card
Books on CD	Two (2) weeks	5 item limit per card
Video Games	One (1) week	2 item limit per card
Interlibrary Loan items	Two (2) weeks or what lending library permits	Limit to three (3) items per card at one time. Some lending libraries may charge a fee.
Magazines	Two (2) weeks	Newest or most current issue must remain in the Library
Fishing Poles	Two (2) weeks	Limited to two (2) items per adult card with no renewals
Kill-A-Watt Meters	Two (2) weeks	Limited to one (1) item per adult card with no renewals
PlayAway Tablets	Two (2) weeks	Limited to one (1) item per adult card with no renewals
WiFi HotSpots	Ten (10) days	Limited to one (1) item per adult card with no renewals
Digital Materials (eBooks, eAudiobooks, digital magazines)	Varies by platform	Requires FRGML library card. See platform for additional information.

- Renewable items may be renewed up to three (3) times via in-person, phone (additional renewals are at staff's discretion in person or via phone), or website if there are no reserves.
- Materials may be borrowed for extended vacation loans at the discretion of the Library staff.

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- The library will work with educators to arrange extended checkouts of classroom collections.
- Reserved materials will be held for three (3) full business days after notice has been given to the patron that the item is available. Following that, they will be given to the next person on the reserve list or returned to the open shelves.
- Material not in the Library collection may be requested through the Interlibrary Loan system for Fox River Grove Library cardholders only. Maximum of 3 items requested per card at a time.
- Reference material, including current periodicals, may not be removed from the Library unless the Staff on duty gives special permission.

LIBRARY FINES AND CHARGES

Overdue Fines

Overdue fines of \$0.10 per item per day will be charged for all Library items except WiFi Hotspots (\$1.00 per day), PlayAway tablets (\$1.00 per day), DVDs (\$1.00 per day), and video games (\$1.00 per day). The maximum total overdue fine for DVDs will be \$10.00. Videogames and PlayAway tablets have a maximum overdue fine of \$15.00. WiFi hotspots have a maximum overdue fine of \$50.00.

Fines exceeding \$5.00 must be paid in full before any new materials will be issued.

Overdue fines on materials reported lost will be suspended for a period of one month by issuing a renewal to the patron so that he/she has time to look for the missing item.

Lost or Damaged Items

Full replacement price of the item plus a \$5.00 processing fee will be charged for any materials lost or damaged beyond repair. Charges for damages will be as follows:

Pencil markings in books	\$1.00
Plastic covers torn or removed	\$1.00
Repairable torn page	\$1.00
Lost/damaged library cards	\$3.00

Every patron is fully responsible for the repair or replacement cost of all Library items checked out on his/her card. A lost or irreparable Library item is paid for by a charge equal to the cost of the item plus a processing fee of \$5.00 per item. The charges for repairs are listed above for those damaged Library items that are repairable. If the patron later recovers a lost and paid item, the item is theirs to keep. Replacement costs will only be refunded under extraordinary situations by permission of the Director.

Printing and Copying

Charges for copies will be as follows:

Black & White 8 ½ x 11	\$0.25 per side
Color 8 ½ x 11	\$0.50 per side

Charges to print from the computer are as follows:

Black & White	\$0.25 per page (one sided)
Color	\$0.50 per page (one sided)

There is no reduced rate for multiple copies. Patrons may not use their own paper. Scanning to email is free (Black & White or Color).

Fines for Interlibrary Loan Items

Fines for Interlibrary Loan items will be charged at the same rate as the Library's items. The cost of repair or replacement of Interlibrary Loan items shall be determined by the library that owns the item(s).

Fax Fees

Sending Domestic Faxes	Sending Overseas Faxes	Receiving Faxes
\$3.00 1 st page; \$1.00 each additional page	\$5.00 1 st page; \$2.00 each additional page	\$1.00 per page

Approved July 2018