



## 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, including business owners, within the District are eligible for library cards permitting full use of the Library. The FRG Library District does not share borders with the Village. Patrons should examine their tax bill or contact the Library to confirm if their property falls within the Library District boundaries.

#### *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: holds, digital resources, and Interlibrary loans can be initiated only at the reciprocal borrower's home library, and when piloting new formats for circulation, the Library may opt to lend those only to FRG cardholders. Computer use and all program offerings are available to reciprocal borrowers as space permits.

#### *Non-Resident*

Non-residents are required to pay an annual fee for the use of the Library. The non-resident fee for property owners shall be calculated by multiplying the evaluation figure from the patron's tax bill by the tax rate for the current year. The fee for renters will be 15% of their monthly rent. Library cards will be issued to all eligible family members upon registration and payment of the non-resident fee.

#### *Obtaining a Library Card*

**In person:** Library cards may be obtained at the Circulation Desk during all regular service hours. Patrons 14 or older need to present a current photo ID and proof of district residence. Examples include a current driver's license OR a current school ID AND mail postmarked within the last 30 days. Patrons ages 5-13 must come in with a parent or guardian who can present a current photo ID and proof of district residence, and act as guarantor for the youth card.

**Online:** Patrons may apply online for a library card. Following staff approval, patrons will receive a card good for 60 days that allows access to digital materials only. Patrons must visit the library in person to present a current photo ID and proof of district residence to receive a full-privilege library card.

**Renewal:** Library cards must be renewed every two years, except non-resident cards, which must be renewed annually when the cardholder pays the card fee.

**Lost or Stolen Cards:** Patrons must report a lost or stolen card immediately. Items checked out on a lost or stolen card will be the responsibility of the cardholder unless the Library is notified of the missing card. Replacement cards may be purchased for \$3.

**Pandemic Exception:** In case of emergency situations like the COVID-19 pandemic, the Library administration may adjust timing and methods obtaining and renewing Library cards. The priority will be to allow the greatest amount of safe access as the Library can feasibly provide.

#### *Limitations*

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

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**Loan Rules**

**Due to COVID-19, the Library will not accrue fines for overdue materials through at least January 2021. Fees for lost and irreparably damaged materials remain in effect. Existing fines will remain in place on patron accounts. The Library Board will review its fine collection policy at that time.**

Items	Loan Period	Restrictions	Late Fee (when applicable)
Books	3 weeks. Materials 90 days overdue will be considered lost.	50-item limit per adult card 10-item limit per youth card	10 cents per item per day.
DVDs	1 week. Materials 90 days overdue will be considered lost.	5-item limit per card	10 cents per item per day
TV on DVD	2 weeks. Materials 90 days overdue will be considered lost.	2-item limit per card	\$1 per item per day with a maximum late fine of \$10
Music CDs	2 weeks. Materials 90 days overdue will be considered lost.	10-item limit per card	10 cents per item per day
Books on CD	3 weeks. Materials 90 days overdue will be considered lost.	5-item limit per card	10 cents per item per day
Video Games	2 weeks. Materials 90 days overdue will be considered lost.	2-item limit per card	\$1 per item per day with a maximum late fine of \$10
Interlibrary Loan items (Books, DVDs, CDs, Audiobooks only)	2 weeks or what lending library permits. Materials 7 days overdue will be considered lost.	Limit to three (3) items per card at one time. Exceptions may be made at the discretion of the Technical Services Coordinator.	Fines for Interlibrary Loan items will be charged at the same rate as FRG Library items.
Fishing Poles	2 weeks. Materials 90 days overdue will be considered lost.	2-item limit per card	10 cents per item per day
PlayAway Tablets and STEM Kits	2 weeks. Materials 10 days overdue will be considered lost.	2-item limit per adult card with no renewals	\$1 per item per day with a maximum late fine of \$10
WiFi HotSpots	10 days. Materials 10 days overdue will be considered lost.	1-item limit per adult card with no renewals	\$1 per item per day with a maximum late fine of \$50
Internet Tablets	3 days. Materials 7 days overdue will be considered lost.	1-item limit per adult card with no renewals	\$1 per item per day with a maximum late fine of \$50
Board Games	2 weeks. Materials 90 days overdue will be considered lost.	2-item limit per card	10 cents per item per day
Umbrellas/Snow Scrapers	2 weeks. Materials 90 days overdue will be considered lost.	2-item limit per card	10 cents per item per day
Digital Materials (eBooks, eAudiobooks, etc.)	Varies by platform	Requires FRGML library card. See platform for additional information.	n/a

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### *Other Lending Rules*

- Renewable items may be renewed up to 3 times via in-person, phone, or website if there are no holds.
- Materials may be borrowed for extended vacation loans at the discretion of the Library staff.
- The library will work with educators to arrange extended checkouts of classroom collections.
- Materials on hold will be held for 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 holds list or returned to the open shelves.
- Reference material, including current periodicals, may not be removed from the Library. Exceptions may be made at the discretion of the Library staff.
- Fines exceeding \$10 must be paid in full before any new materials will be issued, including digital materials.
- Overdue fines on materials reported lost will be suspended for a limited time while the patron looks for the missing item.

### *Lost or Damaged Items*

- Full replacement price of lost or irreparably damaged item and any accompanying materials plus a \$5 processing fee will be charged to the patron account.
- Patron accounts with lost items will be restricted from use until the materials are returned or the replacement cost is paid in full.
- Every patron is fully responsible for the replacement cost of all Library items checked out on his/her card.
- If the patron later recovers a lost and paid item, the item is theirs to keep.
- Replacement costs will only be refunded by permission of the Director.
- The cost of repair or replacement of Interlibrary Loan items shall be determined by the library that owns the item(s).

### *Printing and Copying*

Charges for copies or printing from the public computers will be as follows:

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

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