

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 Fox River Grove Public Library District does not have the same borders as the Village of Fox River Grove or the Fox River Grove Consolidated School District 3. Patrons should examine their tax bill or contact the Library to confirm if their property falls within our Library District boundaries.

Reciprocal Borrowers

Illinois residents who have a valid Illinois library card may borrow materials from the Fox River Grove Memorial Library. All the regulations covering Fox River Grove Public Library District residents apply to reciprocal borrowers with the following exceptions: high replacement value items, holds, digital resources, interlibrary loans, and when piloting new formats for circulation. Computer use and all program offerings are available as space permits.

Non-Resident

Non-residents are required to pay an annual fee for the use of the full Library cardholder privileges. 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. A copy of the rental agreement must be submitted to the Library. Library cards will be issued to all eligible household members upon registration and payment of the non-resident fee. Non-residents who qualify for the State of Illinois "Cards for Kids" exception should contact the Library administrator.

Obtaining a Library Card

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

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, proof of district residence, and act as guarantor for the youth card.

Renewal: Library card accounts must be renewed every two years, except non-resident card accounts, which must be renewed annually when the cardholder pays the card fee or again presents documentation showing eligibility for a fee-exempt non-resident card.

Lost or Stolen Cards: Patrons must report a lost or stolen library 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 lost or missing card. Replacement cards may be purchased for \$3.

Exceptions: In cases of emergency situations, such as a global pandemic, the Library administration may adjust timing and methods for obtaining and renewing Library cards. The priority will be to allow the greatest amount of safe access that the Library can feasibly provide.

PRINTING AND COPYING

Charges for copies or printing from the public computers or through mobile printing cost:

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).

LOAN RULES

Renewals and Overdue Procedures

- The Library automatically renews all unreturned items eligible for renewal two days prior to their due date. Automatic renewals are allowed up to three consecutive times.
- Non-renewable items include interlibrary loans, items on hold for other patrons, items already renewed the maximum number of times, and items never eligible for renewal (usually new formats and high replacement value items).
- When an item cannot or can no longer be renewed and becomes 40 days overdue, the patron account becomes restricted from automatically renewing any checkouts, checking out physical and digital materials, and logging onto public computers.

Fines & Fees

- The Library does not charge late fines for overdue materials that belong to Fox River Grove Memorial Library.
- If a Fox River Grove Memorial Library cardholder checks out an interlibrary loan item that incurs fees, the Library may pass any charges from the lending library onto the patron's account.
- If a Fox River Grove Memorial Library cardholder, as a reciprocal borrower, checks out an item directly from another library that charges late fines, replacement fees, or other fees, the lending library will charge the patron directly for any late fines or other fees. The patron will pay that library directly. Their Fox River Grove Memorial Library account will not reflect any such charges owed or payments made.

Damaged & Lost Materials

- The Library charges replacement fees for lost and irreparably damaged items.
- When an item owned by Fox River Grove Memorial Library becomes 45 days overdue, it is automatically considered lost. The full replacement price of the lost item and any accompanying materials, plus a \$5 processing fee, is automatically charged to the patron's account.
- When an item owned by Fox River Grove Memorial Library is irreparably damaged, the full replacement price of the item and any accompanying materials, plus a \$5 processing fee, is manually charged to the patron's account.
- When an interlibrary loan is considered lost or damaged, the lending Library will determine the cost of the repair or replacement. The lending library invoices the Library, who then passes the cost onto the patron's account.

- Every patron is fully responsible for the replacement cost of all Library items checked out on their card. Patron accounts with fees for lost or irreparably damaged items will be restricted from use until the materials are returned or the replacement cost is paid in full. The patron may keep the damaged item once the replacement cost is paid in full. If the patron later recovers a lost and paid for item, the item is theirs to keep. Replacement costs will only be refunded by permission of management.

Other Rules

- Materials may be borrowed for extended loans at the discretion of Library staff.
- Materials on hold will be held for three full business days after notice has first been given to the patron that the item is available for pickup. 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 management.

Item Type	Loan Period	Restrictions	Auto-Renewals
Books	3 weeks	50-item limit per adult card 10-item limit per child card	Yes
DVD - Movie	1 week	5-item limit per card	Yes
DVD - TV Series	2 weeks	2-item limit per card	Yes
Library of Things & Other Formats			
Youth Literacy	2 weeks	2-item limit per card	No
Sports, Arts & Leisure	2 weeks	2-item limit per card	No
*No reciprocal service for the following materials:			
*Adult Tech	2 weeks	1-item limit per adult card, no reciprocal borrowing	No
*Youth Tech	2 weeks	2-item limit per adult card, no reciprocal borrowing	No
*Health & STEM	2 weeks	2-item limit per adult card, no reciprocal borrowing	No
*Interlibrary Loans (generally restricted to book and DVD formats)	Loan period set by each individual lending library	3-item limit per card, no reciprocal borrowing. Exceptions may be made at the discretion of management.	No
*Digital Materials (ebooks, audiobooks, etc.)	Varies by platform	No reciprocal usage possible. See each platform for additional info.	N/A