

## Library Use and Loan Periods

### **Section 1:** Library Cards

#### **Section 1.1:** Resident Cards

Member cards are issued without charge to persons residing within the boundaries of the Indian Trails Public Library District (ITPLD). Members must fill out a registration application and present proof of address plus photo identification. Registration applications for members seventeen years of age or under must be co-signed by a parent or guardian. Parents or guardians are responsible for costs associated with lost or damaged material.

#### **Section 1.2:** Paid Out of District Members

Upon payment of a required non-resident fee and presentation of proof of address, a member card may be issued for one year to persons residing outside the boundaries of the Indian Trails Public Library District, in accordance with Illinois Law (75 ILCS 16/30-55.60). The fee entitles each family member living at the same address to an individual card, for use of services provided by the paid out of district libraries participating in the Reciprocal Borrowing Program.

#### **Section 1.3:** Property Owners Cards

Members who own taxable property in the district, but do not reside there, may receive one library card per taxable property upon annual presentation of most recent tax bill according to Illinois Law (75 ILCS 16/30-55.60).

#### **Section 1.4:** Business Cards

Business cards are intended to support a business with its information needs, not for personal use of employees. One member card per business may be issued for one year. The Owner or the Chief Executive Officer of a business located within the Indian Trails Public Library District may apply for a business card by showing photo identification and a business card or business letterhead. Any employee with card in hand may use the card. A business cardholder may place interlibrary loan requests and Cooperative Computer Services (CCS) member library loan requests.

Limits are the same for a business card as for a member card, for use of services provided by the Indian Trails Library District only.

#### **Section 1.5:** Institution Cards

Institution cards are intended to support the information needs of the institution and its goals, not for the personal use of members or employees. One card may be issued for one year to an institution such as a day-care center, park district, or other governmental body. The cards will be kept at the institution and given to employees at the discretion of the director. Any

employee with card in hand may use the card. Overdue notices will be sent directly to the institution. The institution will be responsible for its own record keeping of users and materials. A contract signed by the chief executive officer of the institution is required. Fines are not accrued on institution cards; however the institution is liable for lost or damaged materials. Interlibrary loans may not be placed using an institution card. All three-week loan items from ITPLD may be kept for six weeks (non-renewable) with this card. All other ITPLD loan periods apply. CCS member library loans may be placed, and circulation periods on items are determined by the transacting library.

#### **Section 1:6:** Teacher Library Cards

Teacher cards are intended to support the information needs of the classroom in School District 21, Cook County, Illinois, and not for the personal use of teachers. Upon approval by the Superintendent or designee, individual schools in the school district may submit annually on school letterhead a list of teachers eligible to obtain a Teacher Library Card. Teacher Library Cards can only be used at the Indian Trails Library District and will be valid for one year after issuance so long as the staff member remains a current employee of School District 21. Overdue notices will be sent directly to the school. A contract signed by the principal or superintendent is required. The School District is responsible for all -fees associated with lost or damaged materials. Reserves may be placed but interlibrary loans may not be placed using a teacher card. CCS member library loans may be placed, and circulation periods on items are determined by the transacting library.. ITPLD items may be kept for six weeks with this card except for Hot Picks, New Items, Book Club in a Bag, HotSpot Mobile Wi-Fi Units, e-books, iPad Literacy Kits, Launch Pad on the Go Collection, STEAM Kits, Storytime & Adventure Packs and Telescopes.

#### **Section 1:7:** Homebound Service Cards

Homebound service cards are available to residents participating in the library's Homebound Service. Items circulated to homebound patrons are checked out to the individual's card and the individual is liable for lost or damaged materials. CCS member library loans may be placed, and circulation periods on items are determined by the transacting library. All ITPLD items may be kept for six weeks (non-renewable) with this card.

#### **Section 1:8:** Persons Residing at Homeless, Emergency, Temporary, or Other Shelters

The library district will make reasonable accommodations to extend borrowing and library use privileges to persons residing at homeless, emergency, temporary, or other shelters within the District's service area who can verify residency at the shelter, in accordance with applicable federal, state, and local law. Library cards issued to residents of shelters will be valid for three months and may be renewed.

#### **Section 1:9:** Temporary Borrowing Privileges

Persons from outside the state of Illinois residing temporarily in the District may apply for a temporary library card by providing a letter verifying temporary residence or employment. The library card will be assigned an expiration date of three months after application or will

expire on the last day of confirmed residence, whichever time period is shorter. Library cards issued to temporary residents may be renewed. Temporary residents must present a valid library card from their home library. All resident borrowing privileges will apply except for Interlibrary Loan.

**Section 1.10:** Pre-registration Cards

Members may pre-register online for a temporary library card that may be used to place holds in the library catalog and to access electronic resources and downloadable materials. Members must visit the library and present proof of address plus photo identification to complete registration. Pre-registered cards expire after 30 days.

**Section 1.11:** Staff Cards

Staff will be issued cards for use at ITPLD only.

**Section 2:** Reciprocal Borrowing Policy

ITPLD follows the Illinois Intersystem Reciprocal Borrowing Covenant. Patron cards from all other Illinois public libraries are honored for all materials except Hot Picks, eReaders, iPad Kits, Tablets, eMedia, telescopes, mobile wi-fi devices, Juvenile Kits, interlibrary loan services, CCS member library loans, and purchase requests. These services are limited to ITPLD cardholders only.

**Section 3:** Reserves

Items in the Indian Trails Branch collection may not be reserved by ITPLD cardholders or requested via CCS member loans. Indian Trails—library cardholders may place reserves on any circulating item in the main library collection except Hot Picks, STEAM kits and Storytime and Adventure packs.

Reciprocal borrowers may reserve any circulating item in the main library collection except for Hot Picks, New Items, Book Club in a Bag, HotSpot Mobile Wi-Fi Units, e-books, iPad Literacy Kits, Launch Pad on the Go Collection, STEAM Kits, Storytime & Adventure Packs and Telescopes.

**Section 4:** Liability

The library is not responsible for damage to the member's equipment. Members are responsible for any damage to library items.

**Section 5:** Loan Periods

The Executive Director may modify the length of loan periods dependent upon special circumstances.

The **seven-day** loan period applies to the following:

- Video Games
- Blu-Ray Discs and DVDs (except TV Series, Anime and Nonfiction)
- Hot Pick DVDs and Blu-Ray Discs
- Others as designated

The **two-week** loan period applies to the following:

- Adult New Fiction Books (under 600 pages)
- Hot Pick Books (under 600 pages)
- Playaway Views
- Tablets, eReaders and iPad Kits
- Others as designated

The **three-week** loan period applies to the following:

- All other materials not listed above
- DVDs and Blu-Ray Discs in the TV Series, Anime and Nonfiction categories

The **six-week** loan period applies to the following:

- Book Club Books

### **Section 6:** Interlibrary Loan (ILL)

ILL loan periods are designated by the supplying library. ILL materials must be returned to the Indian Trails library. The Indian Trails Fine Free policy applies to ILL materials. Members are responsible for the cost of lost or damaged ILL materials.

### **Section 7:** CCS Member Library Loans

Loans from CCS member libraries (Intra-CCS loans) are subject to the loan periods of the transacting library. CCS member library loans may be returned to any CCS member library. The Indian Trails Fine Free policy applies to CCS member library loan materials. Members will be liable for lost or damaged loan materials.

All types of materials may be borrowed by CCS member libraries with the exception of Hot Picks, video games, e-books, e-audiobooks, eReaders, mobile wi-fi devices, Juvenile Kits, Launch Pad on the Go kits, reference materials, realia and materials housed at the Indian Trails Branch location.

New items (owned less than 6 months) may be requested and borrowed by reciprocal borrowers from CCS member libraries. Items owned less than 90 days must be checked out in person from the Indian Trails main library.

### **Section 8:** Renewals

Three-week loan materials, adult new fiction, DVDs, Blu-Ray Discs and video games renew automatically up to three times, if no reserve has been placed on the item. Eligible items are automatically renewed 3 days before they are due, extending their loan periods from their original due dates.

Items on reserve, Hot Pick Items, mobile wi-fi devices and any item so designated may not be renewed.

Renewal of ILL material is at the discretion of the supplying library. Indian Trails Library District ILL staff will contact the supplying library for renewal at the request of our members.

Renewal of items loaned from CCS member libraries are renewed automatically at least two times if no reserve has been placed on the item.

**Section 9: Associating Library Card Accounts**

Members may choose to authorize another member to collect library holds for them. This authorization must be done in person at the library. When the authorized member collects the holds, they are checked out to the authorized member's card.

Associating accounts does not give a member the ability to view, request or borrow items on a card belonging to a patron to whom they are associated.

**Section 10: Library Card Account Retention**

Library card accounts that have been inactive for three years and have outstanding fines or fees under \$50.00 are purged from the system annually. The removal or preservation of library card accounts that have accrued fines or fees over \$50.00 is evaluated by the Board of Trustees on an annual basis.