

LOANS OF BOOKS AND OTHER MATERIALS

ID 2

CIRCULATING MATERIALS/SCHEDULE OF CHARGES

POLICY:

Library books and other materials, except certain reference materials and periodicals, shall be available for circulation, for reasonable periods of time consistent with the needs of the Community and the Library, to all patrons holding valid cards entitling them to borrowing privileges and who are not delinquent. The staff will designate those reference materials and periodicals, which may be circulated. The above items, except certain items noted later in this section, may be borrowed by any registered patron of the North Suburban Library System.

In order to encourage compliance with Library borrowing rules, to compensate the Library for mailing services, and to reimburse the Library for the cost of replacing or repairing lost or damaged Library materials, fees and charges shall be imposed in accordance with the schedule set forth in the rules.

RULES:

1. Restrictions, Loan Periods, Renew/Reserve Status, and Fees

Annual non-resident borrower's card							\$300.00
All other borrower's cards; no charge for initial card; replacement of lost cards							\$ 1.00
Lost item barcode label							\$ 2.00
Materials	Charge	Restrictions	Loan Period	Renewable	Reserve	Overdue Charges/day	Maximum Charges Overdue
Audiocassettes/ Books on Cassette	None	Registered patron of North Suburban Library System	3 weeks	Yes (1 time, only)	Yes	\$0.10/day	\$5.00
Books	None	Registered patron of North Suburban Library System	3 weeks	Yes (2 times, only)	Yes	\$0.10/day	\$5.00
Books - 14-day	None	Registered patron of North Suburban Library System	2 weeks	No	Yes	\$0.10/day	\$5.00

ID 2 (cont'd)

Materials	Charge	Restrictions	Loan Period	Renewable	Reserve	Overdue Charges/day	Maximum Charges Overdue
Books - Most Wanted	None	Registered patron of North Suburban Library System	2 weeks	No	No	\$0.10/day	\$5.00
CD-ROMS	None	Registered patron of North Suburban Library System	3 weeks	No	Yes	\$0.10/day	\$5.00
Compact Discs/ Books on CD	None	Registered patron of North Suburban Library System	3 weeks	Yes (1 time, only)	Yes	\$0.10/day	\$5.00
New DVDs	None	Registered patron of North Suburban Library System (Adult DVDs-non-restricted card, only)	7 days	No	Yes	\$1.00/day	\$25.00 (but not to exceed retail cost)
DVDs	None	Registered patron of North Suburban Library System (adult DVDs-non-restricted card, only)	7 days	Yes (1 time, only)	Yes	\$1.00/day	\$25.00 (but not to exceed retail cost)
HOT DVDs	None	Registered patron of Park Ridge Public Library; limit 2 per person	3 days	No	No	\$1.00/day	\$25.00 (but not to exceed retail cost)
E-Books	None	Registered patron of Park Ridge Public Library	3 weeks	No	Yes		
MP3 Players Playaways	None	Registered patron of Park Ridge Public Library	3 weeks	No	Yes	\$1.00/day	\$25.00 maximum
Periodicals (cataloged), playbooks and pamphlets	None	Registered patron of North Suburban Library System	3 weeks	Yes, (2 times, only)	Yes	\$0.10/day	\$5.00

1 D 2 (cont'd)

Materials	Charge	Restrictions	Loan Period	Renewable	Reserve	Overdue Charges/day	Maximum Charges Overdue
Parenting Kits/ Theme Bags/ Juvenile periodicals/ Music Story Bags Book Discussion Kits	None	Registered patron of North Suburban Library System	3 weeks	Yes, (2 times, only)	Yes	\$0.10/day	\$5.00
Reference Items (non-cataloged periodicals)	None	Registered patron of North Suburban Library System	At discretion of Librarian	No	No	\$2.00/day	\$25.00 (but not to exceed retail cost)
Special Services Equipment *	None	Registered patron of Park Ridge Public Library	6 weeks	Yes (2 times, only)	Yes	\$0.50/day	Smaller of \$20.00 or retail cost
Video cassettes	None	Registered patron of North Suburban Library System, Adult cassettes (Adult videos-non-restricted cards only)	7 days	Yes (1 time, only)	Yes	\$1.00/day	\$25.00 (but not to exceed retail cost)
Video Games	None	Registered patron of the Park Ridge Public Library; limit 2 per person	3 weeks	No	Yes	\$1.00 day	\$25.00 (but not to exceed retail cost)

* Adopt-A-Lap Book Stands, Bifocal Kits, Closed Caption Decoder, CRIS Radio, Magnifiers, and Optelec Spectrum Jr.

1. If the item being renewed is on reserve for another patron, the item may not be renewed. Items that are not on reserve and are renewable may be renewed on the library card they were originally checked out on, or on any other acceptable library card, without having to be returned to the library shelves. All outstanding fines on items being presented for renewal must be paid prior to being renewed. For telephone renewal, see policy below. (Interlibrary Loan renewal policy is stated in 1D 3.)

2. The date due card placed in each item serves as first notice to the patron. An overdue notice will be sent as a courtesy four weeks after material is due. A final notice is sent at three months.

Due to the higher per day overdue fine for videos and DVDs, overdue notices will be sent at two (2) days, seven (7) days and a final notice at fifteen (15) days after the material is due.

3. Each borrower is financially responsible for the timely return in good condition of all circulating materials borrowed on his or her card. Lost items should be reported immediately to avoid cost of additional overdue charges. Borrowers will be charged for replacing or repairing lost or damaged materials and bar codes in accordance with the schedule of charges.
4. A computerized delinquency file is maintained of patrons who owe for overdue materials, and charges for lost and/or damaged materials.
5. Any person who owes more than ten dollars is considered "delinquent" and is not entitled to borrow materials while in a delinquent status; however, no other family member should have such privileges restricted because of the delinquent member of the family.
6. Lost materials:
 - If the item is still commercially available, the current retail price plus \$3.00 processing fee will be charged. The processing fee is not refunded if the item is returned.
 - If the item is no longer commercially available, the cost of replacement is determined by the Library Director.
 - If the item is returned within 3 months after a charge for the lost item has been paid, the Library may, at its discretion, accept the item and refund a portion of the amount previously paid.
 - If any protective coverings, inserts or video or DVD box is lost, the patron will be charged the retail price of the container plus \$3.00 processing fee, which is not refunded if the item is returned.
 - If booklets from video games are missing, a \$5.00 processing fee will be charged, which is not refunded if the booklet is returned.
7. Damaged Materials: Borrowers will be charged the cost of repairing the damage as determined by Library guidelines or, if additional clarification is needed, by the Department Manager. If the Library Director or her designee determines that the item cannot be repaired, the item will be treated as lost.
8. Materials made available through the North Suburban Library System or other Library agencies are subject to rules, regulations and charges of those agencies.

TELEPHONE RENEWAL POLICY

RULES:

Renewal by phone under the following guidelines:

1. Patrons must have their library card number available.
2. Items on hold and overdue materials are not subject to telephone renewal.
3. Staff reserves the right to ask the patron to call back at a later time if the department is busy.
4. Staff will provide the patron with the renewal date.
5. No renewals are allowed by phone if there are long-overdue materials on the patron's card.

The following are not subject to renewal:

1. Items reserved or on hold for another patron, 14 day books, video games, MP3 players and new DVDs and videos.

The INTERLIBRARY LOAN DEPARTMENT handles renewal of all Interlibrary loan materials.