

## LOANS OF BOOKS AND OTHER MATERIALS

ID 2

### CIRCULATING MATERIALS/SCHEDULE OF FEES

#### POLICY:

Library books and other materials, except certain reference and historical materials, shall be available for circulation, for specified periods of time to all patrons holding valid RAILS library cards and who are not delinquent. Items restricted to Park Ridge library card holders only are noted in the rules.

In order to encourage compliance with Library borrowing rules, 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						\$330.00
All other borrower's cards; no charge for initial card; replacement of lost cards						\$1.00
Lost item barcode label						\$2.00
Collection fee for accounts sent to collection agency						\$10.00
Materials	Restrictions*	Loan Period	Renewable	Reserve	Overdue fees /day	Maximum fees Overdue
Books		3 weeks	3 times	Yes	\$0.20/day	\$5.00
Books - 14-day		2 weeks	1 time	Yes	\$0.20/day	\$10.00
Books - Most Wanted		2 weeks	No	No	\$0.20/day	\$10.00
Book Club Books		3 weeks	2 times	No	\$0.20/day	\$5.00
Books on CD/ Compact Discs		3 weeks	2 times	Yes	\$0.20/day	\$5.00
New Books on CD/ Compact Discs		3 weeks	1 time	Yes	\$0.20/day	\$10.00
New DVDs	(Adult DVDs-non-restricted card, only)	7 days	1 time	Yes	\$1.00/day	\$25.00 (but not to exceed retail cost)
DVDs	(Adult DVDs-non-restricted card, only)	7 days	2 times	Yes	\$1.00/day	\$25.00 (but not to exceed retail cost)
New BLU RAY DVDs	(Adult DVDs-non-restricted card, only) Limit 5 per person	7 days	1 time	Yes	\$1.00/day	\$25.00 (but not to exceed retail cost)

**ID 2 (cont'd)**

<b>Materials</b>	<b>Restrictions*</b>	<b>Loan Period</b>	<b>Renewable</b>	<b>Reserve</b>	<b>Overdue fees /day</b>	<b>Maximum fees Overdue</b>
BLU RAY DVDs	(Adult DVDs-non-restricted card, only) Limit 5 per person	7 days	2 times	Yes	\$1.00/day	\$25.00 (but not to exceed retail cost)
HOT DVDs	Registered patron of Park Ridge Public Library; (Adult DVDs-non-restricted card, only) Limit 2 per person	3 days	No	No	\$1.00/day	\$25.00 (but not to exceed retail cost)
TV Series DVDs		2 weeks	2 times	Yes	\$1.00/day	\$25.00 (but not to exceed retail cost)
E-Books	Registered patron of Park Ridge Public Library	3 weeks	No	Yes		
Hoopla – Digital Media	Registered patron of Park Ridge Public Library Limit 10 checkouts per month	Movies: 72 hours Music: 1 week Audiobooks: 21 days	NA	NA		
Magazines and pamphlets		3 weeks	2 times	Yes	\$0.20/day	\$5.00
Magazines – Digital	Registered patron of Park Ridge Public Library	Unlimited	N/A	N/A	N/A	N/A
MP3 Players eReaders	Registered patron of Park Ridge Public Library	3 weeks	No	Yes	\$1.00/day	\$25.00 (but not to exceed retail cost)
Playaways	Limit 5 per person	3 weeks	2 times	Yes	\$0.20/day	\$5.00
Playaway Views	Registered patron of Park Ridge Public Library Limit 5 per person	7 days	No	Yes	\$1.00/day	\$25.00 (not to exceed retail cost)
Parent/Kid Concern Bags/ Music Literacy Kits/ Preschool Theme Kits/ Storytime Theme Kits/ Preschool Music Kits/ Common Core Kits	Registered patron of Park Ridge Public Library	3 weeks	2 times	Yes	\$0.20/day	\$5.00
Reference Items		At discretion of Librarian	No	No	\$2.00/day	\$25.00 (but not to exceed retail cost)
Special Services Equipment **	Registered patron of Park Ridge Public Library	6 weeks	2 times	Yes	\$0.50/day	Smaller of \$20.00 or retail cost
Digital Media Lab External Hard Drive	Registered patron of Park Ridge Public Library	7 Days	No	No	\$5.00	\$25.00

## I D 2 (cont'd)

Materials	Restrictions*	Loan Period	Renewable	Reserve	Overdue fees /day	Maximum fees Overdue
Video Games	Limit 5 per person	2 weeks	2 times	Yes	\$1.00 day	\$25.00 (but not to exceed retail cost)

\*Unless noted, all items may be checked out by registered patron of a RAILS library.

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

2. If the item being renewed is on reserve for another patron, the item may not be renewed. Renewable items may only be renewed on the library card on which they were originally checked out, unless approved by Circulation Services staff.
3. Library materials may be renewed at the Circulation Desk, online, or by phone. For telephone renewal, see policy below. (Interlibrary Loan renewal policy is stated in 1D 3.)
4. The date due slip placed in each item serves as first notice to the patron.

As a courtesy, patrons that have signed up for email notification will receive a reminder three days before their library materials are due.

Late notices and bills are sent at regular intervals for all overdue items:

**Late Notices:**

1<sup>st</sup> Overdue Notice: 3 days overdue

2<sup>nd</sup> Overdue Notice: 15 days overdue

3<sup>rd</sup> Overdue Notice: 28 days overdue

**Bill Notice:**

Materials 45 days or more overdue will automatically be billed and the patron will be notified.

At 60 days overdue, accounts that have a minimum total of \$50.00 in overdue materials (value of materials) and/or \$50.00 in late fees will, at the discretion of the Circulation Manager, be sent to a collection service and a \$10.00 service fee will be added to the amount owed to the Library.

5. 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 fees. Borrowers will be charged for replacing or repairing lost or damaged materials and bar codes in accordance with the schedule of fees.

6. A computerized delinquency file is maintained of patrons who owe for overdue materials, and fees for lost and/or damaged materials.
7. Any person who owes more than \$10.00 is considered “blocked” and is not entitled to borrow materials while in a blocked status; however, no other family member will have such privileges restricted because of the blocked member of the family.

8. Lost materials:

- If the item is lost, the retail price of the item plus a \$5.00 processing fee will be charged. The \$5.00 processing fee is not refunded if the item is returned.
- If the item is returned within 1 month 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. The refund will be the cost of the item paid for, minus the nonrefundable processing fee and any late fees that had accrued at the time of payment, and will be issued in the form of a check mailed to the address designated by the patron, within 14 days.
- If any protective coverings, inserts or DVD box is lost, the patron will be charged the retail price of the container plus \$5.00 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.
- Replacement costs for eReaders will be as follows plus a \$5.00 processing fee:

Damage or loss of eReader, case, and components:	Retail cost
Damage or loss of eReader only:	Retail cost
Damage or loss of Nook Case	\$25.00
Damage or loss to USB cord and/or Power Adapter	\$15.00
Damage or loss of Multimedia Case	\$12.00

9. 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.
10. Materials made available through the Library System or other Library agencies are subject to rules, regulations and fees of those agencies.
11. Library patrons use library materials at their own risk. The Library is not responsible for damages that may occur to a patron’s equipment while using Library materials.

TELEPHONE RENEWAL POLICY

RULES:

Library materials may be renewed by phone under the following guidelines:

1. Patrons must have their library card number available.
2. Items on hold 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 if there are more than \$10 in late fees on the patron's card.

The following are not subject to renewal:

1. Items reserved or on hold for another patron, otherwise renewable items that have reached their designated renewal limit, eReaders, MP3 players, eBooks, Playaways, Playaway Views, Reference books and Hot DVDs.

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

Revised May 30, 2018  
Revised March 20, 2018  
Revised July 18, 2017  
Revised January 17, 2017  
Revised July 21, 2015  
Approved March 13, 1979

## LOANS OF BOOKS AND OTHER MATERIALS

I D 2A

### CIRCULATING EQUIPMENT/SCHEDULE OF FEES

#### POLICY:

Library equipment shall be available for circulation, for specified periods of time to all patrons holding a valid Park Ridge Public Library card and who are not delinquent. Some Items are restricted to card holders 18 and older.

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

#### RULES:

##### 1. Restrictions, Loan Periods, Reserve Status, and Fees

<b>Equipment</b>	<b>Restrictions</b>	<b>Loan Period</b>	<b>Renewable</b>	<b>Reserve</b>	<b>Overdue fees /day</b>	<b>Maximum fees Overdue</b>
GoPro Cameras	18 years and older Limit 1	2 weeks	No	Yes	\$5.00/day	\$50.00 (but not to exceed retail cost)
Green Screen Kits Screen, tripod, lights	18 years and older Limit 1	2 weeks	No	Yes	\$5.00/day	\$50.00 (but not to exceed retail cost)
LCD Projector	18 years and older Limit 1	2 weeks	No	Yes	\$5.00/day	\$50.00 (but not to exceed retail cost)
Art Kits: Knitting Crocheting		2 weeks	No	Yes	\$1.00/day	\$5.00
Wi-Fi Hot Spots	18 years and older Limit 1	2 weeks	No	Yes	\$5.00/day	\$50.00 (but not to exceed retail cost)
Tripods		2 weeks	No	Yes	\$5.00/day	\$50.00 (but not to exceed retail cost)
VR Glasses		2 weeks	No	Yes	\$1.00/day	\$5.00
Telescopes	18 years and older Limit 1	2 weeks	No	Yes	\$5.00/day	\$50.00 (but not to exceed retail cost)
Robotics Kits	18 years and older Limit 1	2 weeks	No	Yes	\$5.00/day	\$50.00 (but not to exceed retail cost)
Convenience Items: Umbrellas Bike Locks		2 weeks	No	No	\$1.00/day	\$5.00

##### 2. The date due slip serves as first notice to the patron.

As a courtesy, patrons that have signed up for email notification will receive a reminder three days before their library materials are due-

Late notices and bills are sent at regular intervals for all overdue items:

Late Notices:

- 1<sup>st</sup> Overdue Notice: 3 days overdue
- 2<sup>nd</sup> Overdue Notice: 15 days overdue
- 3<sup>rd</sup> Overdue Notice: 28 days overdue

Bill Notice:

Materials 45 days or more overdue will automatically be billed and the patron will be notified.

At 60 days overdue, accounts that have a minimum total of \$50.00 in overdue materials (value of materials) and/or \$50.00 in late fees will, at the discretion of the Circulation Manager, be sent to a collection service and a \$10.00 service fee will be added to the amount owed to the Library.

3. Each borrower is financially responsible for the timely return in good condition of all circulating items borrowed on his or her card. Lost items should be reported immediately to avoid cost of additional overdue fees. Borrowers will be charged for replacing or repairing lost or damaged materials and bar codes in accordance with the schedule of fees.
4. A computerized delinquency file is maintained of patrons who owe for overdue materials, and fees for lost and/or damaged materials.
5. Any person who owes more than ten dollars is considered "blocked" and is not entitled to borrow materials while in a blocked status; however, no other family member will have such privileges restricted because of the blocked member of the family.
6. Lost materials:
  - If the item is lost, the retail price of the item plus a \$5.00 processing fee will be charged. The \$5.00 processing fee is not refunded if the item is returned.
  - If the item is returned within 1 month 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. The refund will be the cost of the item paid for, minus the nonrefundable processing fee and any late fees that had accrued at the time of payment, and will be issued in the form of a check mailed to the address designated by the patron, within 14 days.
  - If a storage case is lost, the patron will be charged the retail price of the case plus \$5.00 processing fee, which is not refunded if the item is returned.
  - Replacement costs for equipment will be at the current replacement cost as determined by the Library Director.
7. Damaged items: Borrowers will be charged the cost of repairing the damage as determined by the Library Director. If the Library Director or her designee determines that the item cannot be repaired, the item will be treated as lost.
8. Library patrons use all library materials at their own risk. The Library is not responsible for damages that may occur to a patron's equipment while using Library materials.

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