

## CIRCULATING MATERIALS/SCHEDULE OF FEES

### POLICY:

Library books and other materials, except certain reference and historical items, shall be available for circulation, for specified periods of time to all patrons holding valid RAILS library cards and who are in good standing. 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. The Library does not charge daily overdue fines for the items listed in the chart below.

New items added to the Library's collection will be assigned loan periods and renewal terms based on the recommendation of the appropriate Department Manager in consultation with the Library Director.

### RULES:

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

Annual non-resident borrower's card Fee shall be determined annually by formula established by Illinois State Library per <a href="#">75 ILCS 5/4-7</a> and codified in a Resolution approved by the Library Board of Trustees.	
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	Holdable
Books		3 weeks	3 times	Yes
Books - 14-day		2 weeks	1 time	Yes
Books - Most Wanted		2 weeks	No	No
New Large Print Books		3 weeks	3 times	Yes
Book Club Books		3 weeks	2 times	No
Books on CD/ Compact Discs		3 weeks	2 times	Yes
New Books on CD/ Compact Discs		3 weeks	1 time	Yes
New DVDs		7 days	1 time	Yes
DVDs		7 days	2 times	Yes
New BLU RAY DVDs	Limit 10 per person	7 days	1 time	Yes

BLU RAY DVDs	Limit 10 per person	7 days	2 times	Yes
HOT DVDs	Registered patron of Park Ridge Public Library;) Limit 2 per person	3 days	No	No
TV Series DVDs		2 weeks	2 times	Yes
Movie Marathon bundles	Registered patron of Park Ridge Public Library	2 weeks	No	No
Video Games	Limit 5 per person	2 weeks	2 times	Yes
Overdrive/Libby – Digital Media	Registered patron of Park Ridge Public Library Limit of 15 checkouts at a time	2 weeks	Yes	Yes, 10 holds at a time
Axis360 – Digital Media	Registered patron of Park Ridge Public Library Limit of 5 checkouts at a time	2 weeks		Yes, 5 holds at a time
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
Kanopy – Digital Movies	Registered patron of Park Ridge Public Library Limit 8 checkouts per month	3 days	NA	NA
Magazines and pamphlets		3 weeks	2 times	Yes
Magazines – Digital	Registered patron of Park Ridge Public Library	Unlimited	N/A	N/A
Playaways	Limit 5 per person	3 weeks	2 times	Yes
Youth theme kits and bags	Registered patron of Park Ridge Public Library	3 weeks	2 times	Yes
Memory Care collection items	Limit 5 per person	3 weeks	2 times	Yes
Reference Items		At discretion of Librarian	No	No
Special Services Equipment **	Registered patron of Park Ridge Public Library	6 weeks	2 times	Yes
Digital Media Lab External Hard Drive	Registered patron of Park Ridge Public Library	7 Days	No	No
*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 Patron Services staff.

3. Library materials may be renewed at the Patron Services Desk, online, or by phone.
4. The date due at time of check out 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.

Patron accounts will be blocked when an item(s) is more than 14 days overdue. Patrons will be unable to check out additional physical or digital materials if their account is blocked.

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 (value of materials) in fees will, at the discretion of the Patron Services 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 their card. Lost items should be reported immediately to avoid cost of additional fees. Borrowers will be charged for replacing or repairing lost or damaged materials and bar codes in accordance with the schedule of fees.
6. Any person who owes more than \$10.00 in fees or has billed items 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.
7. 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.

8. 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 their designee determines that the item cannot be repaired, the item will be treated as lost.
9. Materials made available through the Library System or other Library agencies are subject to rules, regulations and fees of those agencies.
10. 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.

Revised May 17, 2022  
Revised May 21, 2019  
Revised May 30, 2018  
Revised March 20, 2018  
Revised July 18, 2017  
Revised January 17, 2017  
Revised July 21, 2015  
Approved March 13, 1979