

## V. Circulation Policies

### A. Registration and Issuance of Library Cards

1) All borrowers of the Mt. Zion District Library must be registered and have a valid IHLS card to borrow materials from the library. The following statement is found on the library card itself which stipulates the borrower's responsibilities as relates to items borrowed from the library and his/her acceptance of the following terms:

"Name of library patron" is responsible for all materials borrowed on this card. It must be presented each time loans are made. A charge will be made for a replacement card."

2) Resident Patron Cards will be issued to patrons residing or owning property in the library district upon request. Resident cards are valid for a period of three (3) years. People owning property but not residing in the district must renew their cards every year. Upon expiration, residents will be asked to review the information on file and update any information if necessary.

Cards issued to patrons under 18 years of age require the signature of the child's parent or legal guardian. The parent or guardian must be present when the card is first issued. In signing for the child's library card, the parent/guardian accepts responsibility for all materials borrowed on the child's card and any fines and/or fees associated with the card. Also, the library affirms the responsibility and the right of all parents and guardians to guide their own children's use of the library and its resources and services. The Mt. Zion District Library maintains that parents – and only parents- have the right and the responsibility to restrict the access of their children – and only their children – to library resources. Parents who do not want their children to have access to certain library services, materials or facilities should so advise their children. The Mt. Zion District Library librarians and library governing bodies cannot assume the role of parents or the functions of parental authority in the private relationship between parent and child.

The parent who has signed the application has the right to restrict the use of the library by withdrawing a child's library card at any time.

*As a courtesy, the Library can, upon a parent's request, place a note on the child's record stating what materials (e.g. R rated movies) the child does not have permission to check out on their card from the Mt. Zion District Library.*

The parent who has signed the application may restrict a child's access to the Public Computers by not filling out the additional form giving their child Internet access.

3) Non-Resident Patron Cards will be issued to patrons residing outside the library district who have no library service upon payment of a "yearly non-resident fee. The fee will be based upon the assessed valuation of their residence. That number will then be multiplied by the current fiscal year tax rate to determine the non-resident fee. The payment of this fee entitles non-resident families to a library card for every member of their household. Non-resident patron cards are valid for ONE YEAR. In accordance with ([23 Ill. Adm. Code 3050.10-60](#)), Non-residents shall apply at the participating public library in the school district in which the non-resident has his or her principal residence unless, due to the commonality of community interests, library services at another library that is physically closer may better serve the needs of the non-resident.

4) Patrons (both resident and non-resident) requesting a card of the first time are required to present a valid photo ID to confirm their current address.

The following are recognized as acceptable forms of ID for being issued a library card:

1. A state or federally issued Photo ID with current address, such as:

- Valid Driver's License
- Valid State issued Photo ID
- Valid Passport
- Valid Military ID

2. If the Photo ID does not have your current address, then proof of residency can be shown by bringing any of the following that have your name and address:

- Lease
- Property Tax bill
- Water or Electric Bill
- Car Title
- Car Insurance
- Ebill printout
- Bank Statement
- 2 pieces of mail (postmark no older than 30 days)

5) All patrons are required to present their library card in order to checkout or renew material or use a library computer. Patrons may use their actual library card or the image of their card on their smart phone. As a courtesy, staff will use the patron's photo ID in lieu of their library card. However, one or the other must be presented to checkout or renew material or use a computer. Patrons calling in to renew items must use their library card number to do so.

Mt. Zion Library cards are issued to individuals. Cards are for use only by the registered patron, except when a patron is unable to pick up an item on hold for him or her. A library card may be used by other family members or a caretaker to pick up items on hold by physically presenting the card. Use of library computers is limited to the actual library card holder.

The library may restrict family members from borrowing materials from Mt. Zion District Library if anyone residing in the same household has lost materials, has fines or fees in excess of \$5.00, or has overdue materials borrowed from another library.

At the Librarian's discretion, when an account has large fines or fees, lost items or long overdue items, library accounts of family members living at the same address may be linked and the number of items to be checked out on each card restricted.

6) Individuals presenting valid library cards are eligible to borrow materials from the Mt. Zion District Library when the following conditions are met:

1. The card has not expired.
2. No materials checked out on the card are more than 3 days overdue.
3. No outstanding fines or fees in excess of \$1.00 have accrued on the account.

4. No other card holders at the same address have fines or fees in excess of \$5.00.

6) Lost or stolen cards should be reported immediately so that service to the card can be stopped. The patron is responsible for all activity on that card until it is reported lost or stolen. Lost or stolen cards may be replaced. A fee will be charged for replacing lost cards at the following rate: \$1.00 the first time, \$2.00 the second time, \$3.00 the third and successive times.

7) Overdraft fees of \$20.00 will be charged for all non-paid checks returned for any reason to the library. This will be posted for the public as well.

#### B. Loan Periods for Library Materials

1) All library materials check out for a period of three (3) week, except for DVDs/Videos and Video Games. Most items may be renewed if there is no outstanding request. Reference items do not circulate. DVDs/Videos have a checkout period of one (1) week, and may be renewed if there is no request.

Interlibrary loaned items check out for the period of time set by the owning library. Many times this differs from Mt. Zion's loan periods. We are required to abide by the loaning library's loan time as set forth by the State's Interlibrary Loan Code.

2) The Library Director may establish the loan period for special collections, materials which are temporarily in great demand, such as for student projects.

3) Items may be renewed in person, by phone or online. The library maintains "drop boxes" for returning items when the library is closed.

#### C. Fines and Overdue Charges

NO fines are charged for Senior Citizens (age 60+).

The library assesses a daily fine for overdue items.

a) Fines are assessed at .05 cents/per day/per item for all items except VHS and DVDs which are .50 per day/per item to a maximum of \$5.00 per item (not to exceed the value of the item.) The overdue fine for one of the Hotspots is \$5.00 per day. The overdue fine for Video Games is \$1.00 per day.

As a member of the Illinois Heartland Library System (IHLS), Mt. Zion District Library follows IHLS policy on assessing overdue fines. IHLS policy is that the Patron's Home Library (where their card is issued) determines what overdue fines are for that patron no matter which IHLS library they use.

b) Calculation of fines will begin with the day following the date the item was due. To remind borrowers of their obligation, OVERDUE NOTICES will be mailed/emailed/texted on a schedule which follows:

- FIRST notice is sent 7 days after due date
- SECOND notice is sent 14 days after due date
- THIRD overdue notice is sent 21 days after due date.
- Fourth and final notice/bill for the cost of the item(s) is sent six weeks (42 days) after due date

c) Once a bill is generated for an overdue item, the item's status changes to Lost. The patron's record will reflect the replacement cost of the item plus any processing charges.

Mt. Zion Library allows patrons to replace the item with an identical, new item, i.e., exact ISBN match within 30 days of the status change to Lost. If the patron opts to pay for the item and finds the item within 30 days, the library will reimburse the patron. No reimbursement will be made after 30 days.

The Library is obligated to follow the policy of the owning library when assessing the replacement costs of damaged or lost items belonging to other libraries and checked out by a Mt. Zion card holder.

d) Patrons' borrowing privileges will be suspended if fines exceed \$1.00 or until accrued fines have been resolved and financial obligations to the library have been met.

e) Our current circulation system (Polaris) allows a patron to save the following: a Reading History in his record to keep track of what the patron has checked out and returned; the Searches performed; and a Title List.. The Reading History lists information about each item the patron has checked out since the History was started. Renewals are not included in the list, but multiple check-outs of the same item are included. Even if an item of bibliographic record is deleted, the entry remains in the Reading History.

Mt. Zion District Library has decided to allow these features to be accessed by Mt. Zion District Library card holders. Patrons can access and activate these features from the PAC once they log into their account. The following message appears for each feature:

"The feature you have selected is associated with personal data in your patron account. Such data may be accessed by law enforcement personnel without your consent. Do you wish to continue?"  
 Library Staff will gladly show patrons how to do this, but will not activate, delete or edit a patron's Reading History, Saved Search or Saved Title List.

Mt. Zion District Library is a member of the Illinois Heartland Library System. Policies and procedures approved by that organization pertaining to Inter-library Loan, Intra-library Loan and Reciprocal Borrowing apply.

**Reviewed & approved**     November 10, 2015  
**Reviewed & Approved**     April 12, 2016  
**Reviewed & Approved**     July 9, 2019  
**Reviewed & Approved**     November 10, 2020

[Library Letterhead]

October 7, 20\_\_\_\_

Patron Name & Address  
1365 Ashland Ave.  
Mt. Zion, IL 62549

Dear \_\_\_\_\_,

Enclosed is a copy of your patron record reflecting material not returned to the library and now considered Lost. Your cooperation in locating and returning this material as soon as possible would be greatly appreciated.

If you are unable to locate the item, please remit payment for the item and Processing Charge. You will not be allowed to check-out any more library materials and your borrowing privileges are suspended until this matter has been resolved.

If you should have any questions, please feel free to contact me at 864-3622. Thank you for your cooperation and immediate attention to this matter.

Sincerely,

Maria E. Dent  
Library Director

[Correspondence to area Libraries when delinquent patron is registered at another Library in the area and NOT a Mt. Zion District Library patron.]



## Bill for Lost/Long Overdue Item Payment

Date:

To: Name & Address

### The following item has been lost by your patron:

Patron: Name Patron Card Number

Title:

Author:

Call #:

Barcode:

Due Date:

Amount Due:

Please mail copy of this bill and a check or money order to:

**Mt. Zion District Library**

**ATTN: Julie Cramer**

**115 W. Main Street**

**Mt. Zion, IL 62549**

**For any additional questions please contact: Julie Cramer or Maria Dent, 217-864-3622**

**Payment is due within 8 weeks from the receipt of this bill.**

**Thank you.**

D. Damaged Materials

1) If materials are damaged so as to be judged by the library as being unsuitable for the collection, the patron must assume the cost for a replacement copy. A notice of these charges will be sent to the borrower; a sample of the notice follows:



## Bill for Damaged Item Payment

Date:

To: Name & Address of Library

### The following item has been damaged by your patron:

Patron: Patron Name Patron Card Number

Title:

Author:

Call #:

Barcode:

Due Date:

Amount Due:

Description of Damage:

*Item will be available at MTZ Library for 8 weeks from date of this bill.*

Please mail copy of this bill and a check or money order to:

**Mt. Zion District Library**  
**ATTN: Julie Cramer**  
**115 W. Main Street**  
**Mt. Zion, IL 62549**

**For any additional questions please contact:** Julie Cramer or Maria Dent, 217-864-3622

**Payment is due within 8 weeks from the receipt of this bill.**

**Thank you.**