

Policy and Procedure Manual	Section B 9
Public Policy Circulation Policy	Issued : September 20, 1993, Revised December 18, 2006 Approving Authority: Board of Library Trustees

Circulation Policy

LIBRARY CARDS

RESIDENT ORLAND PARK LIBRARY CARDS

Library cards will be issued by the Orland Park Public Library to persons living within the incorporated boundaries of the Village of Orland Park upon presentation of proof of residence in the village.

Children age 14 and older living with a parent or legal guardian may use the parent's or legal guardian's proof of residence until they obtain qualifying proof of residency in their own names.

Library cards will be issued to children age 13 and under residing in the incorporated boundaries of the Village of Orland Park with the signature of the parent or legal guardian. The child must be accompanied by the parent or legal guardian with whom they reside and who meets the residency requirement.

Proof of residence will show a current address within the Village of Orland Park and may be established with one of the following:

- Valid driver's license
- Car registration
- Current utility bill
- Lease agreement
- Property deed
- Current property tax bill
- Current bill from major charge account
- Checkbook with name and address imprint

Application forms must be completed and signed in person and verified by a library staff member. Library cards are valid for three years from the date of issuance.

NON-RESIDENT ORLAND PARK PUBLIC LIBRARY CARDS

The Orland Park Public Library provides a library card for purchase by people living outside the library's jurisdictional boundaries, which are the same as the jurisdictional boundaries of the Village of Orland Park. Non-resident cards are valid for one year from the date of purchase. Individual cards may be issued to all members of the immediate family residing at the same address. Family members must complete applications in person. Children age 13 and under must be accompanied by the parent or legal guardian with whom they reside. Children age 14 and over may use the parent's or legal guardian's identification until they obtain identification in their own names.

Applicants must provide a picture ID with current address and one of the following documents:

- ❖ Current property tax bill (homeowner)
- ❖ Current lease or rent receipt (renter)
- ❖ Proof of home ownership (new buyer)

A. Privileges

This card shall entitle the cardholder to all services provided by the Orland Park Public Library, including reciprocal borrowing.

B. Fees

The fee shall be determined by the tax bill method, where the library's current tax rate is multiplied times the equalized assessed valuation appearing on the applicant's most recent tax bill.

Non-residents who do not have a tax bill, i.e. those who rent or are new property owners without tax bills, may purchase a one-year card for a fee established by the Board of Library Trustees in its sole discretion. Renters must show a rent receipt or lease.

C. Refunds

Refunds will be given only to non-resident cardholders who are moving into the Village of Orland Park and have more than three months left on their current non-resident cards. Such cardholders must provide proof they own property or reside in the Village of Orland Park. Proof may consist of a tax bill, lease, rental agreement, or other formal document.

Adopted by the Board of Library Trustees in 1999, revised ____ 2005

NON-RESIDENT PROPERTY OWNER'S CARD

Persons who do not live within the incorporated boundaries of the Village of Orland Park, but own or pay real estate tax for property located within the incorporated

boundaries of the village may obtain a library card at no charge upon producing a current itemized tax bill for that property and valid picture identification. Only one card will be issued per tax bill. These cards are valid for one year from the date of issuance.

ORLAND PARK PUBLIC LIBRARY STAFF CARDS

An Orland Park Public Library card may be issued to staff members who reside outside the corporate limits of the Village of Orland Park. These cards are issued for one year. The card will be cancelled when the staff member leaves the library's employment.

ORLAND PARK PUBLIC LIBRARY TEMPORARY CARDS

Temporary Orland Park Public Library Cards will be issued to the following individuals with verification of residency within the incorporated boundaries of the Village of Orland Park.

- ❖ Foreign exchange students
- ❖ Au pair workers
- ❖ Evacuees of natural disasters
- ❖ Live-In Caregivers

The temporary card will be valid for a period of six (6) months from the date of issuance. Holders of a temporary card are entitled to all library services available for Orland Park Public Library cardholders.

Patrons applying for a temporary card must present one form of ID with their name and the address of their temporary residence. In the case of an evacuee, acceptable forms of ID may include hotel bills, shelter letterhead and mail.

Adopted by the Board of Library Trustees, 10/2005 ??

RENEWAL OF LIBRARY CARDS

All library cards will have an expiration date affixed to the card and application. To renew an Orland Park Public Library card, a patron must fulfill the necessary requirements to obtain an original library card and complete and sign a new registration form. All fines and fees must be paid before a card can be renewed.

LOST OR STOLEN LIBRARY CARDS

Lost or stolen Orland Park Public Library cards must be immediately reported to the library. The cardholder is responsible for materials checked out on that card until the card is reported lost or stolen to the Orland Park Public Library. A fee will be charged for the replacement of a lost or stolen card.

CONFIDENTIALITY OF RECORDS

All records in the Orland Park Public Library relating to patron registration and circulation of materials are considered to be confidential in nature in accordance with the Library Records Confidentiality Act (75 ILCS 70.) The contents of registration and circulation records shall not be made available to anyone except authorized library personnel or as required by law. Only authorized library staff may provide information about overdue and lost materials to a minor's parent or legal guardian.

Notice and bills are sent by postal mail and/or email. The Library will make a good faith effort to maintain confidentiality. If the patron has requested notification by email, the Library cannot be responsible to maintain confidentiality.

RESPONSIBILITIES OF BORROWERS

Cardholders are responsible for all materials borrowed on their card and must agree to abide by the lending rules and all policies and regulations of the Orland Park Public Library. It is the responsibility of the cardholder or the parent or legal guardian of a cardholder age 17 and under to notify the Library if the card is lost or stolen. The cardholder is responsible for all materials checked out on their card until the card is reported lost or missing.

The parent or legal guardian of a cardholder age 17 and under is responsible for the child's selection of materials.

It is the responsibility of the cardholder or the parent or legal guardian of a cardholder age 17 and under to notify the Library of any change of address, email address or telephone number.

CIRCULATION OF MATERIAL

Materials from the Library's circulating collection may be borrowed by valid library cardholders in accordance with the Library's policies and procedures. Valid library cardholders include: Orland Park Public Library cardholders, Metropolitan Library System member library cardholders, cardholders from libraries having reciprocal borrowing privileges with the Orland Park Public Library. The Orland Park Public Library is a member of the Metropolitan Library System and participates in reciprocal borrowing as defined by the Metropolitan Library System.

Cardholders must present their library cards in order to check out materials.

Orland Park Public Library cardholders will be allowed to check out materials without a card if they have current identification. Children age 17 and under holding Orland Park Public Library cards will be allowed to check out materials without a card if they can provide their name, address and telephone number.

Patrons from other libraries must present a valid library card and supporting picture identification, if requested. The card presented must be in good standing and clear of any outstanding fines, overdue materials and blocks.

Cardholders from other libraries may not place materials on hold, use the Interlibrary Loan service or use the vacation loan period at the Orland Park Public Library.

Materials have specified loan periods and must be returned on time and in good condition. Loan periods are defined in the circulation manual.

OVERDUE MATERIAL

Materials held by a cardholder beyond the date they are due will be considered overdue and fines will be assessed according to a schedule of fines established by the Orland Park Public Library Board of Library Trustees. The Orland Park Public Library will make a good faith effort to notify cardholders when their items become overdue. Overdue notification is a courtesy. The Library is not responsible if the notification is not received by the cardholder. Material not returned after the third and final (bill) notice may be sent to a collection agency.

When a patron claims to have returned material which the library records show to be outstanding, library staff will make a thorough search for the material. If the material cannot be located, the items may be checked out to Claims Returned. A supervisor must authorize this action. If the material is subsequently found and returned by the patron, it will be considered overdue and fines will be charged.

LOST AND/OR DAMAGED MATERIALS

Lost material must be paid for before the patron can check out any more material. The cost of lost material will be determined by the cost listed on the SWAN database and/or the Technical Services department. A processing fee will be assessed and added to the cost of any lost item.

If an item reported lost and paid for is found within a 30 day period, the cost of the item will be refunded to the patron if the patron has a receipt of payment. Processing fees are not refundable.

If library material is judged by a department supervisor to be damaged and unsuitable for the collection, full replacement cost and a processing fee will be charged. Damaged items will be held in the Circulation Department until the patron is notified. If the patron has taken no action within 30 days after notification, the item will be discarded and the full charge will remain on the patron's record.

**Adopted by the Board of Library Trustees September 20, 1993, revised
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