

Policy and Procedure Manual	Section B 9
Public Policy Circulation Policy	Issued: September 20, 1993; revised December 18, 2006; revised September 17, 2012, revised May 18, 2015; Revised April 16, 2018; Revised October 15, 2018 Approving Authority: Board of Library Trustees

Circulation Policy

LIBRARY CARDS

RESIDENT ORLAND PARK PUBLIC 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 indicating 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.

Residents must provide a **valid driver's license or state ID with current address** and one of the following listing their Village of Orland Park address:

- Current car registration
- Natural gas, water or electric bill received in the last three (3) months
- Current lease agreement
- Property deed
- Most recent property tax bill
- Visa, MasterCard, Discover or American Express billing statement received in the last three (3) months

Application forms must be completed and signed in person and verified by a library staff member. Library cards are valid for five 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 (1) 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 **valid driver's license or state ID with current address** and their **most recent property tax bill**.

Non-residents who do not have a tax bill, i.e. those who rent or are new property owners without tax bills, must provide their **current lease or rent receipt or proof of home ownership**, to purchase a one-year card for a fee established by the Board of Library Trustees in its sole discretion.

A. Privileges

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

Reciprocal borrowing is when a library cardholder from one library can go to another library and checkout materials. Orland Park Public Library cardholders can go to almost all of the libraries in the state of Illinois and use their card. There may be a short registration process the first time a cardholder visits a new library.

Interlibrary loan is when an Orland Park Public Library cardholder makes a request for materials not available at the Orland Park Public Library. The Library locates the desired item at another library, places the request, receives the item, makes it available to the cardholder, and arranges for its return.

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 are renters shall be charged an amount determined annually by the Board of Library Trustees. Renters must show a current rent receipt or a cancelled rent check for verification purposes.

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 (3) months left on their current nonresident cards. Such cardholders must provide proof they own property or reside in the Village of Orland Park. Proof may consist of a current tax bill, lease, rental agreement, or natural gas, water or electric bill with the Village address received in the last three (3) months.

PROPERTY OWNER ORLAND PARK PUBLIC LIBRARY CARDS

Persons who do not live within the incorporated boundaries of the Village of Orland Park, but own 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 driver's license or state ID. Only one (1) card will be issued for each parcel of taxable property. These cards are valid for one (1) year from the date of issuance.

COMMERCIAL PROPERTY OWNERS ORLAND PARK PUBLIC LIBRARY CARDS

A non-resident who as an individual or as partner, principal stockholder, or other joint owner owns or leases property that is taxed for library service, or is a senior administrative officer of a firm, business, or other corporation owning taxable property within the incorporated boundaries of the Village of Orland Park may obtain a library card at no charge upon the presentation of the most recent tax bill upon that taxable property or a copy of the commercial lease of that taxable property producing a current itemized tax bill for the property and valid driver's license or state ID. These cards are valid for one (1) year from the date of issuance.

STAFF ORLAND PARK PUBLIC LIBRARY 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 (1) year. The card will be cancelled when the staff member leaves the Library's employment.

TEMPORARY ORLAND PARK PUBLIC LIBRARY 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
 - Individuals whose primary nighttime residence is located within the jurisdictional boundaries of the Orland Park Public Library, and such residence is either:
 - (i) A supervised publicly or privately operated shelter designed to provide temporary living accommodations, including welfare hotels, congregate shelters, and transitional housing;
 - (ii) An institution that provides a temporary residence for individuals; or
 - (iii) A public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings.
- These residents without a permanent address must present an up-to-date letter certifying their residency from the institution or place at which they are staying.

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.

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 the 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 the 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.

RECIPROCAL LIBRARY CARDS

Patrons from other libraries must present a valid library card and a valid driver's license, state ID or school ID with picture, to have their home library card registered into the Library's integrated library system (ILS). The card presented must be in good standing and clear of any outstanding fines, overdue materials and blocks.

Cardholders from other libraries may place materials on hold, queuing behind Orland Park Public Library card holders. Cardholders from other libraries may **not** use the interlibrary loan service or use the vacation loan period at the Orland Park Public Library.

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.

Notices and bills are sent by email or text message. The Library will make a good faith effort 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, Reaching Across Illinois Library System (RAILS) 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 RAILS and participates in reciprocal borrowing as defined by RAILS.

Cardholders must present their library cards in order to check out materials. Orland Park Public Library and registered reciprocal cardholders will be allowed to check out materials without a card if they present a valid driver's license or state ID. Children age 17 and under, holding Orland Park Public Library or registered reciprocal cards, will be allowed to check out materials without a card if they can provide their name, address and telephone number.

Vacation Loan is an extended loan period which may be granted to Orland Park Public Library cardholders due to being on vacation or other circumstances where extra time is needed.

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 electronically when their items become overdue. Overdue notification is a courtesy. The Library is not responsible if the notification is not received by the cardholder. Patron accounts having material not returned may be sent to a collection agency.

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 in the Library's database and/or determined by the Technical Services Manager. If library material is judged by a department supervisor to be damaged and unsuitable for the collection, full replacement cost will be charged.

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