

# **BERKELEY PUBLIC LIBRARY**

## **CIRCULATION POLICY**

### **1. ELIGIBLE BORROWERS**

Cards are issued for three years to residents of the Village of Berkeley, Illinois. Teachers employed in schools serving the Village of Berkeley who are not served by a public library are issued cards for one year.

Effective 7/1/16 and valid for one year, an annual fee of \$204.00 is charged for a non-resident individual card and includes all services provided by the Berkeley Public Library and member libraries of the Reaching Across Illinois Library System (RAILS).

### **2. LIBRARY CARDS**

Individuals who are residents of Berkeley, with proof of residence, are eligible for a library card. A current driver's license or a state photo ID and at least one current (recent 60 days) utility bill are required for proof of residence. The fee for a first lost card is \$1.00. Each additional replacement card costs \$5.00.

Individuals under the age of eighteen are required to have a parent or guardian signature on their application cards. This signature represents acceptance of responsibility for the return of, or payment of, all materials. Parents must provide proof of Berkeley residence with proper identification.

The patron's current library card, in good standing, must be presented to obtain materials. A patron whose card is lost or stolen should be immediately reported to the Library. The patron is responsible for materials checked out prior to the card being reported lost or stolen. Library cards are valid for three years, or until the patron moves from the Village of Berkeley. Cards will be renewed upon expiration with current proof of residence if there are no current charges pending. Borrowing and public computer privileges are withheld from a patron when fines or charges exceed \$5.00.

### **3. LOAN POLICY**

Consult the current Loan Rule Chart for details. New materials are available to be placed on hold by Berkeley Public Library patrons only for a period of 60 days. All circulation records are confidential.

### **4. VACATION LOANS**

Vacation loans of Berkeley Public Library material may be made upon request to a library staff member.

### **5. RENEWALS**

Materials may be renewed by visiting the library, by phone, or by using the online catalog link at [https://swanlibs.ent.sirsi.net/client/en\\_US/bks/](https://swanlibs.ent.sirsi.net/client/en_US/bks/). DVDs are non-renewable.

## **6. OVERDUE MATERIAL**

Fines will be charged according to the most current Loan Rule Chart and will accrue to a maximum of the replacement cost for the material.

## **7. LOST OR DAMAGED LIBRARY MATERIALS**

If any library material is lost or damaged, the responsible patron will be charged the replacement cost plus a \$5 processing fee. If the library material reported as lost or damaged is returned within 90 days, the replacement cost will be refunded to the borrower unless replacement material has already been purchased by the Library.

## **8. HOLD REQUESTS**

Patrons may request materials which are not immediately available for patron use, but are part of the collection of the Berkeley Public Library or any of the libraries that are part of the SWAN consortium. When the requested materials are available, the library will notify the patron via phone, e-mail or text message. The specific title of the material will not be stated to anyone other than the library patron who placed the hold. If the patron is not available by phone, a message will be left and the material will be held for a period of 7 days. New Berkeley Public Library DVDs will be held for 3 days. The library will leave one message regarding a hold on any specific item.

## **9. INTERLIBRARY LOAN**

Interlibrary loan is the process by which a library requests material from, or supplies material to, another library. When patrons request material(s) not available from the Berkeley Public Library, such items may be requested via interlibrary loan (ILL) through the SWAN consortium. Items unavailable through SWAN may be requested from other state or national libraries via OCLC.

## **10. RECIPROCAL BORROWING**

Reciprocal borrowing is a program that allows patrons with a valid public library card to travel to other public libraries within the state of Illinois to borrow materials.

## **11. DISCLAIMER**

The Berkeley Public Library Board of Trustees believes that policies should be kept to a minimum. The policies listed are believed to be necessary to preserve the library's facilities and continue to make them available to the community under pleasant conditions and at a cost which is equitable to all. These policies are not all-inclusive and are subject to modification by the Library Board of Trustees.