

# **Circulation Policy**

## **Peru Public Library**

### **Introduction**

This policy covers the issuing of library cards and borrowing from the library.

At the patrons' request, Peru library patrons living at the same household address may be connected or linked in the library's patron database, allowing linked individuals to pick up holds/requests for others at the same Peru household address.

When a Peru patron is delinquent, all individuals at that address are also considered delinquent. At that time, the Peru Public Library suspends circulation for all household members because experience shows misuse of other family member cards by the suspended patron frequently occurs and the library does not permit such circumvention of library rules. Delinquent status means the individuals are prohibited from borrowing material, placing holds, using the computers or library databases.

The Peru Public Library defines household as family members living at the same address. The library does not attempt to define family.

Parents and/or Guardians are fiscally responsible for the material borrowed by their children through the age of 18 or as long as the child has student status.

### **Library Cards**

Library cards issued by the Peru Public Library are valid for one year from the issuance date.

#### Resident cards

Residents of Peru are eligible to receive a library card. Each person living at the same Peru household address is able to have a library card. The library does not have any age limits on receiving a library card.

#### Taxpayer cards

Library cards are available without charge to individuals paying property taxes to the Peru Public Library, but who live elsewhere in accordance to 75 ILCS 5/4-7(12). The individual must bring their current tax bill as proof of taxpayer status. Only one card is issued per taxable property.

#### Business cards

A library card is issued to any business owning or renting property within the City of Peru (see 75 ILCS 5/4-7(12)). Only one card is issued per business and is valid for one year. The business owner requesting the card must provide a letter, on company letterhead, stating the desire to have a business library card. The library card is in the business's name with the owner or head administrator being responsible for all account activity, including fines and payments.

#### Non-resident cards

Under Illinois law, a library non-resident is an individual residing outside a public library or public library district's service area. Additionally, the non-resident does not own taxable property within the library's service area. In accordance with Illinois law (75 ILCS 5/4-7(12)), the non-resident purchases a library card from the public library serving the school district where the individual lives. The non-resident card is valid for one year. With the purchase of the non-resident card, each individual living at the same household address receives a library card.

### **Borrowing from the Library**

Patrons may borrow (check out) material from the library's collection for personal use. The patron must have a valid Illinois public library card to borrow material. If the patron is blocked due to fines or other issues, they are prohibited from borrowing material from the library.

The Peru Library does not limit the number of items a patron may borrow, regardless of the patron's age or the material's format. However, the patron is financially responsible for all items checked out (charged) to their library account.

#### Material and Format

Patrons may borrow material in a variety of formats from the library. The library has books grouped by large print, adult, teen and children's reading and interest levels. The books are further sub-grouped by fiction and nonfiction. Other formats include magazines, DVD's, audiobooks, downloadable books, eReader, music CD's.

Some items are used only in the library, for example our Local History & Genealogy collection and newspaper issues. Additionally, the current issue of magazines may be read in the library but not borrowed. Older issues of magazines do circulate.

The library also lends in-house a laptop computer to patrons with valid public library card and photo identification.

#### Loan Periods and Fines

<b>Material type</b>	<b>Loan Period</b>	<b>Overdue Fine per day</b>	<b>Maximum Fine</b>	<b>Replacement Cost</b>
Audio books	14 days	\$1.00	\$10.00	Price of item + processing
Books	14 days	\$0.10	\$10.00	Price of item + processing
DVD's	7 days	\$1.00	\$10.00	Price of item + processing
DVD's – multi volume set	14 days	\$1.00	\$10.00	Price of item + processing
E-reader	14 days	\$5.00 per day	\$10.00	Price of item + processing
Laptop computer	3 hours	\$10.00 per hour	\$30.00	\$1,000
Magazines	14 days	\$0.10	\$10.00	Price of item + processing
Music CD's	7 days	\$1.00	\$10.00	Price of item + processing

### Requesting material

Peru library patrons may place requests (holds) in the PrairieCat or WorldCat databases. However, the patron must have a valid library card and may not be delinquent. Patrons are financially responsible for all requested and borrowed items from other libraries.

### Renewing material

Peru library material may be renewed twice, provided the library account does not have any fees over \$5.00 or five (5) overdue items. If another patron has a request on the item, it is not renewable. If the patron is overdue, the item is not renewable. Patrons may renew their item(s) by calling the library, in person, or through their PrairieCat account.

If an item is overdue, it may not be renewed.

Due to licensing contractual agreements, downloadable material may not be renewed.

### Returning material

Patrons are responsible for all items checked out to their library account. Parents are responsible for their children's items. Both are expected to return material on or before its due date. Material checked out from the Peru Public Library is returned to the Peru Public Library in person or through the bookdrop. Late material continues to collect fines until the library checks in the item(s).

### Overdue material

As a courtesy, patrons receive a reminder several days before the item(s) are due. Depending on patron preference, the reminder is by phone, email, or text message. It is the patron's responsibility to notify the library with any change of their phone, email address, or texting information.

Once the material is overdue, the library contacts the patron with a friendly reminder and then several overdue notices before billing the patron for the item(s). Under the Illinois Statutes, patrons with outstanding bills may be referred for prosecution or bill collection.

It remains the patron's responsibility to be aware of when the material is due. Non-receipt of the courtesy or overdue notices does not exempt the patron from fines or bills concerning the overdue material.

When material is overdue with fines totaling \$5.00 or more, library services are restricted until the material is returned **and** the fines paid. Alternatively, when five (5) items are overdue, the patron's account is also blocked from further use until the items have been returned. Library services include checking out material, placing holds/requests, computer use, and access to databases.

### Fines

Fines are charged only when library material is late. Failure to pay the accrued fines causes the patron's account to be blocked and other library services restricted when the fine amount reaches \$5.00. Library services include checking out material, placing holds/requests, computer use, and access to databases.

Fines continue to accumulate until the amount equals \$10.00 per item. Patrons may pay their fines for overdue material by cash, personal check, money order, or [e-pay](#). Make checks out to Peru Public Library.

#### Bill Status

Material more than 30 days overdue is considered lost, and the patron remains financially responsible for the cost of the material. We send a *Final Overdue notice* via U.S. Postal Service to the patron requesting full payment to the library for the material.

As needed, after 44 days the patron receives a *Bill Notice*, again requesting full payment to the library for the material.

If a patron does not pay for the lost material or does not return the lost material, paying the fines, the patron may be charged with library theft under Illinois law, *720 ILCS 5, Article 16* and the matter may be referred for prosecution or bill collection.

#### Payment for lost/damaged items

Patrons will be assessed a fee for the replacement of damaged or lost material checked out to the patron's library account. The fee is the cost of the item plus a processing fee. We base the cost of the item on current replacement pricing, not original purchase price. The library does not accept a substitute or replacement copy of the damaged or lost item.

The library reserves the right to charge patrons a \$25.00 fee for checks returned due to insufficient funds.

An item is considered damaged when further circulation is impossible. The Library Director determines if the material is repairable. Damaged items are disposed of in the same manner as other weeded material.

If a patron does not pay for the lost or damaged material or does not return the lost material the patron may be charged with library theft under Illinois law, *720 ILCS 5 Article 16*, and the matter may be referred for prosecution or bill collection.

The library does not hold patrons responsible for material lost or damaged in fire or flood, or by theft when documented by a police or insurance report.