

# CIRCULATION POLICY

## REGISTRATION REQUIREMENTS

The Wood River Public Library is a tax-supported public library. People residing, or owning property, within the jurisdictional boundaries of the Wood River Public Library are eligible to receive a library card.

Adults (18 and over) wishing to register for a library card at the Wood River Public Library must meet the following:

1. Shows satisfactory proof of identity. (With a valid photo ID)
2. Shows satisfactory proof of Wood River residency.
3. Has no outstanding obligations at any library.
4. Completes and signs a registration card accepting responsibility for all items checked out on the card and for any charges for overdue, damaged or lost items

For children under the age of 18, the following must be met to get a library card at the Wood River Public Library:

1. Parent/legal guardian must have a valid Wood River library card with no outstanding obligations to any library
2. Parent/legal guardian must provide a signature on the registration form
3. The registration form must be completed with both the child and adult present in the library
4. The child must sign(write) his/her own name on registration form

Library cards for Wood River residents are valid for three years.

Any Wood River resident without public library service should purchase a library card from the public library serving the patron's school district.

## BORROWING ELIGIBILITY

Individuals presenting valid library cards are eligible to borrow materials from the Wood River Public Library when the following conditions are met:

1. No materials are overdue beyond three (3) days on their card.
2. No outstanding fines in excess of \$1.00 have accrued to their card.
3. No other card holders at the same address have fines in excess of \$15.00.

Wood River Public 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.

Library cards are not transferable for use by another person under any circumstances. The Library reserves the right to require another form of identification when any library card is presented for use.

Individuals presenting a valid card from another public library in Illinois may borrow materials from the Wood River Public Library. The card must have an expiration date in the future.

## FINES

All overdue materials regardless of format are \$.10 per day. The total fines will not exceed the replacement cost of the item.

Replacement of a library card is \$2.00.

## INTERLIBRARY LOAN

Interlibrary loan (ILL) is a process through which library material, or a copy of the material, is loaned by one library to another upon request. If the Wood River Public Library does not have the material that a borrower needs within its collection, library staff may attempt to borrow it from another library through appropriate interlibrary loan methods (for example, SHARE or OCLC). All requests will be processed as soon as is reasonably possible. ILL is available to Wood River cardholders in good standing. Non-Wood River cardholders must place OCLC requests through their home library. Any patron losing any material obtained through ILL shall be liable for the replacement cost, a processing charge, and any fines accrued.

The Wood River Public Library will attempt to meet patron's need with local materials first before initiating an ILL request. Borrowers may also initiate their own ILL holds through the SHARE system. The Library will honor any conditions of an ILL requested by the lending library. The library will comply with copyright law. Any costs for ILL are passed on to the patron requesting the item. The patron will be informed of all known costs and the potential for additional costs before a request is processed.

Wood River Public Library abides by both Illinois Heartland Library System Resource Sharing Policy and the Illinois Interlibrary Loan Code.

It is the policy of the Wood River Public Library to only request and fulfill requests through OCLC from libraries within Illinois. Furthermore, repeated unclaimed requests will result in revoked privileges, either temporary or permanent.

## LENGTH OF LOANS

The loan periods for item types **owned by Wood River Public Library**:

<b>Material Type</b>	<b>Loan Length</b>
Books	21 days
Magazines	7 days
Audiobooks	21 days
DVDs/Blu-rays	7 days
Music CDs	7 days
Multi-Disc DVDs (TV Series)	14 days
Reference	Must use in library

Wood River items may be renewed once, regardless of material type, pending no reserves from other borrowers.

## ITEM LIMITS

These limitations are for patrons registered at the Wood River Public Library.

Material Type	Item Limit
Books	None
Magazines	None
Audiobooks	10*
DVDs/Blu-rays	10*
Music CDs	10*
Multi-Disc DVDs (TV Series)	10*
Reference	Checkout not available

\*10 nonprint items per patron, regardless of material type. Juveniles are not permitted to check out nonprint items.

Borrowers may reserve up to twenty (20) items total.

## LOST AND/OR DAMAGED MATERIALS

Replacement cost (list price plus processing fee) is the responsibility of any patron who borrows and loses any library material. In the case of children under the age of 18, it is the parents' responsibility to pay for lost or damaged items. Items lost or damaged from other libraries are billed in accordance with the owning library's policies.

Items are determined as damaged at the discretion of Wood River Public Library. Fees will be charged when the condition of an item makes it unsuitable to be returned to the collection. Items with liquid damage, animal tooth or claw marks, excessive markings, torn/damaged pages, food stains/particles, or have other irreparable damage or odor, are considered unsuitable for the collection. This excludes normal wear and tear an item may experience during circulation.

**Approved by the Board of Trustees on October 30, 2014.**

Revisions:

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