

Hinsdale Public Library

Circulation Policy Draft

Resident Library Cards

Individuals residing within the corporate boundaries of the Village of Hinsdale are eligible for a Hinsdale Public Library (HPL) card.

A library card will be issued to an individual (18 years or older) who:

- a. Provides satisfactory proof of identity
- b. Provides satisfactory proof of incorporated Hinsdale residency
- c. Accepts responsibility for all items checked out on the card and for any charges for overdue, damaged, or lost items

A library card will be issued to a child (under 18 years) when a legal guardian meets the above criteria and agrees to accept responsibility for all activity on that card.

It is the responsibility of guardians to monitor their children's selection and use of Library materials and resources.

Cards may be used to:

- Borrow materials from Hinsdale Public Library
- Place and manage holds and use other account features on HPL's website or app
- Download or stream eBooks and other digital content
- Borrow and request materials from other SWAN consortia libraries
 - SWAN is an organization of member libraries participating in library services platform with the mission to improve services for Member Libraries by sharing resources, technology and a planned process of individual and collective growth.
- Borrow items from non-SWAN libraries through interlibrary loan or as a reciprocal borrower
- Register for HPL programs
- Reserve HPL meeting rooms, study rooms, and the Digital Media Lab
- Access online databases remotely
- Reserve and/or log on to public computers at HPL*

*Children under 14 years of age must have permission from a parent or legal guardian before accessing the Internet from HPL's public computers.

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Resident cards are valid for three years, or as long as the cardholder resides at the registered address. Eligible residents may renew cards. HPL reserves the right to revoke or restrict the use of a Library card if borrowing privileges are abused.

Patrons should report lost or stolen cards immediately to prevent misuse. Materials checked out on a card up to the time it is reported stolen or lost are the responsibility of the cardholder. HPL should also be notified about any change of address, email address, telephone number, or name.

Non-Resident Library Cards

a) Non-Resident Property Owners (Business etc.)

In accordance with Illinois state law, a non-resident who owns taxable property, “as an individual or as a partner, principal stockholder, or other joint owner... or is a senior administrative officer of a firm, business, or other corporation owning taxable property” within the corporate boundaries of the Village of Hinsdale is eligible for a Hinsdale Public Library card. An applicant for a non-resident library card must provide a tax bill, or other acceptable proof of current ownership, and proof of identify. Only one card may be issued for each parcel of eligible Hinsdale property. Non-resident cards must be renewed annually.

b) Non-Residents without Library Service

A non-resident is defined as "a person who resides outside the taxing area of a public library" [[23 Ill. Adm. Code 3030.10](#)]. Non-residents have the option to annually purchase a card to obtain access to library services. Payment of an annual fee entitles each member of a non-resident family who resides at the address listed on HPL card access to full library privileges for one year. The fee for these cards is set by the Hinsdale Public Library Board of Trustees in accordance with Illinois Public Law 92-0166.

The Act also states, “A person residing outside of a public library service area must apply for a non-resident card at the public library located closest to the person’s residence.” The “closest public library” is defined as a participating public library that serves the high school district in which the non-resident resides or the library physically closest to a non-resident’s primary address.

c) Reciprocal Borrowers

Members of other SWAN libraries are automatically granted reciprocal borrower status at HPL. Patrons with library cards in good standing issued by other eligible libraries may be granted reciprocal borrower privileges at HPL. Library staff will contact the issuing

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library to ensure good standing. Library borrowing privileges continue as long as the patron's card is valid at the issuing library. If the card's expiration date is greater than one year or does not expire, expiration date for HPL will be set to one year to the date. Some borrowing limits may be placed on reciprocal borrowers.

d) Interagency Agreements

Staff and constituents of Hinsdale agencies (such as schools) that have entered into an intergovernmental agreement with HPL may be eligible to receive cards.

e) Staff Cards

HPL employees are eligible to receive an HPL library card. Individuals are responsible for materials checked out on a staff card, including fees for lost or damaged materials. Staff card privileges expire upon termination of employment unless the aforementioned terms of residency are in place. Staff cards should be used only be used at HPL.

Availability and Notifications

- a. Unless noted otherwise, HPL materials and resources are available on an equal basis to all individuals holding Hinsdale Public Library cards in good standing.
 1. Circulating technology, such as laptops, Wi-Fi hotspots, projectors, etc. will be loaned to adult Hinsdale Public Library cardholders only.
- b. HPL reserves the right to restrict categories of materials to Hinsdale use by cardholders.
- c. As a member of the SWAN consortium, HPL is subject to policies and procedures adopted by the consortium. This includes, but is not limited to, the delivery of courtesy notices, holds policies, fines, fees, and loan periods established by other libraries.

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Borrowing Library Materials

Borrowing Limits

A maximum of 100 items per material type may be checked out to a patron at any given time. Additionally, limits may be set on certain materials if such limits are needed to meet demand and provide equitable service. These limits may be set by HPL or by SWAN.

Loan Periods

- a) Generally, HPL materials may be borrowed for 21 days, except for “New” DVDs and Blu-Rays
- b) Downloadable books and other media are subject to the lending terms of vendors
- c) Reference materials may be borrowed at the discretion of HPL staff
- d) Newspapers do not circulate
- e) Some small technology items (e.g., chargers) are available for one-day, in-library use

Other Loan Guidelines

Items from Other Libraries

- a) Interlibrary Loan Materials: Items may be borrowed on behalf of HPL cardholders from other libraries. These items are subject to all loan periods, fines, rules and regulations established by the lending library. See HPL’s [Interlibrary Loan Policy](#) for more information.
- b) Reading Groups: HPL will accommodate reasonable requests from local reading groups for multiple copies of particular titles. Due dates for these items will be set according to the group discussion date communicated at the time of the request and the conditions of lending libraries.

Holds

At the discretion of HPL staff, high-demand titles may be unavailable for holds or holdable for HPL patrons only.

HPL designates some high-demand items in its physical collection “Lucky Day.” Patrons cannot place holds on these items. They are available “first come, first served” to those visiting HPL.

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Renewals

Most materials will be automatically renewed for a maximum of two times, each time for a term equal to their original loan period. Items which are on hold for other cardholders and items designated as "Lucky Day" items will not be renewed. Interlibrary Loan items or items borrowed from other SWAN libraries may be renewed as permitted by the loaning library. Additionally, limits may be set on renewing certain materials if such limits are needed to meet demand and provide equitable service.

Extended Loan

Hinsdale Public Library cardholders may request that a loan period be doubled for any item, provided that the item is not on hold for another Hinsdale cardholder.

Fines and Fees

Although HPL does not charge fees for late items, fines may be charged by the lending library.

Loss of Privileges

- a) Library card privileges are "blocked," or suspended when an item is more than 21 days overdue.
- b) Library card privileges may be suspended for a Hinsdale cardholder who accumulates fees of \$30 or more for late, lost, or damaged items until the charges fall below this threshold.

Lost Materials

Material that is 42 days (6 weeks) overdue is considered lost. If an item owned by Hinsdale Public Library is lost, the cardholder is billed the catalog list price of the item. If the item is returned to HPL in usable condition prior to payment, lost fees will be waived and the patron will only be responsible for the maximum overdue fines, if applicable. Items that are found after payment may not be returned to HPL for a refund.

Lost items that are 366 days overdue are considered "long overdue" and no longer accepted for a refund.

Interlibrary loan materials and items borrowed from other SWAN libraries are billed in accordance with rates and policies established by the lending library.

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Damaged Materials

If library staff determine that damage to an item requires removing the item from the collection, preventing future use, the cardholder will be contacted and billed for the catalog list price of the item.

Interlibrary loan materials and items borrowed from other SWAN libraries are billed in accordance with rates and policies established by the lending library.

Confidentiality of Patron Records

As required by the [Illinois Library Confidentiality Act](#), patrons' registration and circulation records at HPL are confidential. No individual's registration or circulation records will be released to any individual or agency, except as required by law.

Because of their financial responsibility, parents and legal guardians may be informed of overdue material checked out on their minor child's HPL card.

Related Library Policies

Copies of the following related policy statements are available at any of HPL's service desks and on HPL's website:

- [Hinsdale Public Library Interlibrary Loan Policy](#)
- [Hinsdale Public Confidentiality of Records Policy](#)

Hinsdale Public Library Board of Trustees

Approved and Adopted by Library Board on September 27, 2004.

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