



**PALOS PARK PUBLIC LIBRARY  
CIRCULATION POLICY**

The Palos Park Public Library provides a wide range of books, resources, and programs for a lifetime of learning and enjoyment in a comfortable and welcoming atmosphere. The library supports intellectual freedom and access to information while maintaining the privacy of patrons and offering professional, open, and friendly service. The circulation policy aims to facilitate this mission by outlining guidelines for the use of library materials.

**LIBRARY CARD ELIGIBILITY**

**1) Residents of Incorporated Palos Park:** Proof of residency is required to obtain a card. Two forms of identification (one should be a picture ID) that include the resident’s name and current address must be presented to library staff. Persons under the age of 18 must be accompanied by a parent or legal guardian who will sign for a minor and provide proof of current residency. A resident card is valid for three years and may be renewed upon proof of continued residency. Fees on an expired card must be paid before it can be renewed.

**Acceptable Documents to Verify Residency:**

<b>Photo ID to Establish Identity</b>  <b>One ID from this column*</b>	<u>AND</u>	<b>Document with Current Palos Park Home Address (no PO Box) to Establish Residency</b>  <b>One (or two*) current ID from this column</b>
<ul style="list-style-type: none"> <li>➤ Driver’s License</li> <li>➤ State ID</li> <li>➤ School ID</li> </ul>		<ul style="list-style-type: none"> <li>➤ Utility Bill (issued within the last 2 months)</li> <li>➤ Property Tax Bill</li> <li>➤ Lease</li> <li>➤ Insurance Card (preprinted address)</li> <li>➤ Vehicle Registration</li> <li>➤ Pay Stub (issued within the last 2 months)</li> <li>➤ School Documentation</li> <li>➤ Village Vehicle Application</li> <li>➤ Bank Statement (issued within the last 2 months)</li> </ul>
<p>* If ID in first column does not show current address, TWO items from the second column are required.</p>		

**2) Residents of Unincorporated Areas Near the Palos Park Public Library:** Any Illinois resident residing in an area without public library service may purchase a non-resident library card in accordance with Illinois law Public Act 92-1066. The non-resident will be issued a library card upon furnishing proof of address. The non-resident fee is calculated annually according to the General Mathematical Formula found in the Illinois Administrative Code 3050.60(a). Please see the Library’s current Ordinance authorizing non-resident cards for the fee. A non-resident card is valid for one year.

**3) Business/Community Agency:** Persons residing in an area without public library service but owning property within incorporated Palos Park may obtain one card in the name of the business without payment of the non-resident fee. The owner of the property must apply in person and present a photo ID

and the most recent tax bill as proof of ownership within the geographic boundaries of the Village of Palos Park. A Manager of a community agency may obtain one card in the name of the agency without payment of the non-resident fee. The manager must apply in person and, if necessary, supply proof of their status in the company. This card is valid for one year.

**4) Employees of the Palos Park Public Library:** Employees may obtain staff library cards for their individual use. Cardholder responsibilities apply.

**5) Temporary Cards:**

a) Persons who are au pair workers (nannies), foreign exchange students, and live-in caregivers may obtain a temporary library card. The person must apply in person and provide a photo ID and a letter from their employer or school, attesting to their status and residence within incorporated Palos Park. Others, not stated here, in similar situations may be granted temporary privileges at the discretion of the Library Director. This card is valid for 6 months.

b) Persons residing in the 60464-zip code that are at least 13 years of age can sign up for a temporary digital card through the library's catalog. The digital card allows access to online resources. An in-person visit to show proof of residency is required after the card expires for a full privilege card to be issued.

**CARDHOLDER RESPONSIBILITIES**

Individuals applying for library cards must sign a responsibility statement which reads as follows: "I understand I am responsible for all materials checked out on this card, for any charges that may result from late returns, loss or damage of materials borrowed. I agree to comply with library and System regulations." A patron signature, whether signed on a paper application or digital signature pad, implies consent with the responsibility statement. Library staff may provide to a minor's parent or legal guardian information about currently overdue materials.

**1) Overdue Materials:** Overdue notices are mailed or e-mailed directly to the library cardholder or legal guardian. The Palos Park Public Library assumes no responsibility for receipt of overdue notices. Patrons are responsible for the timely return of materials whether they receive an overdue notice or not. See Loan Rule Table on last page of this document.

**Overdue notices are sent according to the following schedule:**

- First overdue notice is sent out 7 days after the due date.
- Second overdue notice is sent out 21 days after the due date.
- A billing notice is sent out 42 days after the due date. Patrons receive bill notices by email or mail.

**Any items that are overdue by 14 or more days** will result in the cardholder's account being blocked until the item is returned.

**Items that are eligible for renewal will be automatically renewed** at the end of their borrowing period if there are no holds on them.

**All cardholders will have an overdue fine-free privilege** when using the Palos Park Public Library. Palos Park Public Library users checking out materials at other libraries will be subject to that library's circulation policies including any overdue fines.

**2) Lost or Damaged Materials:** If materials that are currently on a patron's record are lost or damaged beyond repair, the cardholder is required to pay the cost of replacing the item plus a \$3 processing fee. In lieu of payment for a lost or damaged item, an exact replacement may be acceptable, to be determined by library staff. A refund for material lost and paid for, minus the processing charge, shall be made if the material is returned with the receipt for payment within 4 months of the date of payment for the loss.

Items borrowed from other libraries will be billed in accordance with rates established by the owning library.

**Cardholders who owe more than \$10 due to lost or damaged items** will have their cards blocked from use until such fees have been resolved.

**3) Hold Materials:** Hold materials must be picked up by the borrower requesting the item, or by a family member/caretaker presenting the requesting borrower’s card. Pickups without the requester’s card may be made with library staff approval.

**4) Reciprocal Borrowing and Interlibrary Loan:** Cardholders can borrow materials at other Illinois libraries that participates in reciprocal borrowing. Likewise, a patron holding a valid library card from any Illinois public library that participates in reciprocal borrowing may borrow materials from the Palos Park Public Library. Interlibrary loan service is offered to patrons holding a valid library card.

**5) Lost or Stolen Cards:** 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. The library should also be notified about any change of address, email address, telephone number, or name. A fee of \$1 and proof of residency is required to replace a lost card.

#### CONFIDENTIALITY OF PATRON RECORDS

As required by the Illinois Library Records Confidentiality Act (75 ILCS 70/1 et seq), patrons’ registration and circulation records at the library are confidential. No individual’s registration or circulation records will be released to any individual or agency, except pursuant to a court order. Because of their financial responsibility, parents and legal guardians may be informed of overdue material checked out on their minor child’s Library card.

#### LOAN RULES

The library does not charge overdue fines, but due dates still apply. Eligible items renew automatically up to two times and new due dates are emailed. Items which have been requested by another person cannot be renewed.

Item	Loan Period	Automatic Renewal	Holdable
Books	3 weeks	twice	yes
Audiobooks	3 weeks	twice	yes
Magazines	2 weeks	no	yes
New Books	2 weeks	no	yes
New Audiobooks	2 weeks	no	yes
DVD Box Sets	2 weeks	no	yes
DVDs and Blu-Rays	1 week	twice	yes
New DVDs & Blu-Rays	1 week	no	yes
Roku	1 week	no	yes
Portable CD Player	3 weeks	no	no

Approved by Board of Library Trustees July 21, 2021