

## LIBRARY BORROWING POLICY

### I. LIBRARY CARDS

#### **Eligibility Requirements:**

The following persons are eligible for an Elmhurst Public Library card, which provides full borrowing privileges at the Elmhurst Public Library and reciprocal borrowing privileges at cooperating Illinois libraries:

1) **Residents** of the City of Elmhurst. Two forms of identification with proof of residency is required at the time of application. Post office boxes are not acceptable as mailing addresses without proof of residency.

2) **Elmhurst University Students living on campus.** These students will be issued an Elmhurst Public Library card valid for one semester. This card entitles these students to full borrowing privileges at the Elmhurst Public Library, and the Elmhurst University Library will be responsible for all losses incurred by these students. (Note: Students who do not live on campus may register their home public library card with EPL for reciprocal borrowing privileges.)

3) **Elmhurst Businesses and Non-Profit Organizations** that are located in incorporated Elmhurst are issued a specialized local use only card designed to support the local businesses that are part of this dynamic community. Elmhurst Business cardholders are extended many of the privileges of Elmhurst residents. An authorized agent of the business must submit the request for a card on business letterhead, and may be asked to provide further information to verify that their Business is in Elmhurst. The business or non-profit corporation is responsible for any Library item charges that accrue on the account. The card must be renewed annually.

4) Any **nonresident**, who as an individual, partner, principal stockholder or joint owner of **taxable property** within Elmhurst. This non-resident privilege shall be extended to only one person (the first applicant) for each parcel of taxable property. Personal identification and presentation of a current tax bill receipt are required at the time of application. These cards are valid for one year.

5) **Nonresident staff members** of the Elmhurst Public Library may be issued a library card. These cards are valid as long as the person is employed at the library.

6) **Nonresidents Living in Unincorporated Areas of Elmhurst Community Unit School District 205.** Under the provisions of state law, the Elmhurst Public Library Board of Trustees has approved issuing library cards to nonresidents living in unincorporated areas of Elmhurst Community Unit School District 205 for a fee. This fee will be determined using the Tax Bill Methods (23 Ad. Code 3050.60(b)) established by the Illinois State Library. In the case of rental property, the fee will be 20% of the monthly rent. This nonresident fee entitles the individual and any immediate family members living at the same address to a library card with full borrowing privileges, including reciprocal borrowing, valid for one year.

District 205 students who live in unincorporated Elmhurst or in surrounding unincorporated areas who participate in the Federal Free or Reduced-Price School Meal Program may apply for a card free of charge.

**Reciprocal Borrowers and Work Perks Borrowers:**

Patrons with valid library cards from other Illinois communities are eligible to register their cards with the Elmhurst Public Library and receive reciprocal borrowing privileges. Reciprocal borrowing privileges are determined by the lending library. The Work Perks program is available to reciprocal borrowers who work in the city of Elmhurst and includes special privileges beyond normal reciprocal borrowing.

**Responsibility for Checked Out Materials**

All Elmhurst Public Library cardholders and reciprocal borrowers are bound by the rules and regulations established by the Board of Trustees. An Elmhurst cardholder accepts full responsibility for all materials checked out on that card. Though there is no minimum age requirement to receive a library card, a child below high school age who applies for a library card must have the application signed by a parent or guardian who agrees to take financial responsibility for lost, damaged or overdue materials. Parents or guardians are responsible for determining the suitability of library materials for their children.

**Lost/Stolen Cards**

When an Elmhurst Public Library cardholder reports a library card stolen, that person will not be held responsible for any items checked out on that card after that date.

**II. LOAN POLICY**

Items are borrowed for specific amounts of time at the discretion of the Library Director. Certain collections may only be exclusively available to Elmhurst Library cardholders. Information on loan periods and limitations for specific items are available at the Circulation desk and on the Library's website. Parents are responsible for determining whether their children under the age of 17 may check out "R" rated motion pictures and whether those under the age of 18 may check out motion pictures with a rating of "NC17." Video/console games with an "M" (Mature) rating will not be checked out to children under the age of 17.

**III. ADDITIONAL POLICIES**

**Lost or Damaged Items**

Patrons reporting lost material will be required to pay the cost of the item as listed in the computer or the average retail price for that type of material. In addition to paying for the material, individuals losing catalogued Library material may also be responsible for paying a

processing fee to cover the costs associated with removing the item from the collection and preparing a replacement. Fees will be set by Administrative staff based on average processing costs.

Rather than paying for lost Elmhurst Public Library materials, individuals may have the option of purchasing a new replacement copy for the Library. The processing fee may also apply. This does not apply to lost or damaged items obtained through LINKin or Interlibrary Loan. When material has been damaged beyond repair, and the replacement cost has been paid, ownership of the material may revert to the patron on request.

### **REFUNDS**

No refunds will be issued for lost materials that have been paid for by a patron. Once an item has been paid for by a patron, ownership of the material reverts to the patron.

### **Material Recovery**

Borrowing privileges are suspended when material becomes two weeks overdue. Reinstatement of borrowing privileges occurs when the individual returns the overdue material or when the price of the item along with the processing fee is paid in full.

Accounts with \$50 or more in billed materials will be referred to a collection agency. A \$10 non-refundable service fee will be added to the account.

### **Claims Returned**

When a person informs the Library that material has been returned that the Library has no record of receiving, the individual will be held responsible for the material until it is returned or until the full price of the material along with the processing fee has been paid. The Library will assist individuals in these cases by searching the shelves for the material and notifying them of the results of the search.

### **Maximum Checkouts**

Elmhurst Cardholders may check out up to 100 items on their card Reciprocal Borrowers may checkout up to 30 items, 10 of which may be AV material.