

WOODRIDGE PUBLIC LIBRARY CIRCULATION POLICY

This Circulation Policy covers library card registration criteria and related matters. Specific information about loan periods, fines and fees will be found on the Library's web site and at the Circulation Desk.

LIBRARY CARDS

Resident and non-resident library cards issued by the Woodridge Public Library may be used for Reciprocal Borrowing in Illinois. This allows patrons with a valid public library card to directly borrow materials from another participating public library.

Resident Cards

- All persons who reside within the corporate boundaries of the Village of Woodridge are entitled to a Woodridge library card at no cost. One piece of current identification showing an address within the corporate boundaries of Woodridge is required.
- There is no age minimum for a library card. A parent or legal guardian's signature of responsibility is required for children under the age of 14.
- Children 14 and older may apply for their own card. They may use the parent's or guardian's identification for their proof of residency until they have proof of residency in their own names.
- All fines and fees on library cards issued by other libraries must be paid prior to the issuance of a Woodridge Library card.
- Resident cards are valid for 3 years from the date of issuance, with the exception of some temporary living situations when shorter expiration dates may be issued.

Non-resident Woodridge Property Owners

- Non-Woodridge residents who own and pay taxes on property within the corporate boundaries of Woodridge are entitled to a library card from Woodridge Public Library at no cost. A current tax bill must be presented.
- One library card per tax bill will be issued for a period of one year.
- This card entitles the cardholder to all services provided by the Woodridge Public Library.

Non-resident Cards

- Persons who live in unincorporated areas and do not pay Woodridge Public Library taxes may purchase a non-resident borrower's card according to guidelines found in Chapter 75 (*Libraries*) of *Illinois Compiled Statutes*.
- The fee for this card is set each year by the Woodridge Public Library Board of Trustees. The fee covers all members of the immediate family and is valid for one year.
- This card entitles the cardholder(s) to all services provided by the Woodridge Public Library.

Staff Cards

- Woodridge Library cards are issued as a courtesy to staff members who do not live in the Village of Woodridge.
- A staff card is valid while a person is employed at the Library and is not valid for reciprocal borrowing.

Renewal of Library Cards

- Library cards have an expiration date. To renew a Woodridge Library card, a patron must prove residency within the corporate boundaries of Woodridge in the same way as for the original card application.
- All fines and fees must be paid before a card can be renewed.

Lost or Stolen Library Cards

- Cardholders are responsible for materials checked out on their cards until the card is reported lost or stolen to the Woodridge Library.
- A fee is charged for replacement of a current library card.
- To replace a lost or stolen card, a patron must prove residency in the Village of Woodridge in the same way as in the original card application.

RESPONSIBILITIES OF CARDHOLDERS

- Cardholders are responsible for all materials borrowed on their card. This includes returning the materials in a timely manner and in the same condition as when the materials were borrowed.
- Materials kept out beyond the loan periods will be considered overdue, and fines or replacement fees will be assessed. Replacement and processing fees will also be assessed for lost or damaged materials.
- The Library sends out overdue notices as a courtesy. Patrons are responsible for timely return of materials whether or not they receive the overdue notice. A Collection Agency and/or Credit Bureau may be used by the library to retrieve overdue materials or replacement fees. Patrons are responsible for fees assessed by those agencies.
- Having overdue materials, fines or fees on library cards may cause borrowing or service restrictions here or at other libraries.
- Cardholders or parents/guardians of cardholders under 14 years old are also responsible for notifying the Library of any change of address, email address or telephone number.
- There are no age restrictions on the borrowing of materials from the Woodridge Public Library. Parents or legal guardians are responsible for monitoring the materials used by their children.

RESERVES AND INTERLIBRARY LOANS

Materials not immediately available at the Woodridge Public Library may be placed on "reserve" or "hold" in the SWAN system or ordered through Interlibrary Loan from non-SWAN libraries. In this situation, the materials travel to the Woodridge patron. Reserves or interlibrary loans will only be ordered for Woodridge cardholders. There may be a fee charged for interlibrary loan items.

CONFIDENTIALITY OF RECORDS

Circulation records and other records identifying the names of Library users with specific materials or resources are considered to be confidential in accordance with the Library Records Confidentiality Act (75 ILCS 70.) Such records will not be made available to anyone except as required by law. Only the cardholder has the right to information about items on his/her card. The Library will make a good faith effort to maintain confidentiality when alerting patrons about reserves or overdue materials. Parents or guardians will be provided information about overdue items or items currently checked out only for children under 14 and only if they have the child's library card.

REVIEW OF POLICY

The Board of Trustees reviews the Circulation Policy biennially.

Originally approved by Board of Trustees as part of *Woodridge Public Library Manual* 11/17/1993; revised and approved by Board of Trustees 2/18/2009; revised 3/16/2011.