

200. Circulation Policy

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Library Cards

Resident Cards

Residents living within the legal boundaries of the Freeport Public Library (FPL) service area are eligible to receive library cards from FPL. A library card will be issued after the resident has completed the application and presented the proper identification to prove residency. FPL requires a combination of picture ID and current address to sign up for a library card. Any of the following forms of current identification, print or electronic, may be used to show residency for the purposes of obtaining a library card. Additional documents, not listed here, may be acceptable upon review by staff. A parent or guardian must be present to sign for the library card of a child under 18 years of age. If parent or guardian has a library card, it must be in good standing. Resident cards are valid for 3 years.

Acceptable Forms of ID

Applicants must show a government-issued picture ID, as listed below:

- Driver's License
- State ID
- United States Permanent Resident Card
- United States or Foreign Passport
- FOID Card

If applicant's **current** residential address is not listed on the photo ID, proof of residence is required:

Acceptable Forms of Proof of Residence

- Checkbook from a bank
- Current Utility Bill (within 60 days)
- Lease
- Bill of Sale for Home
- Automobile Registration
- Mail with Recent postmark (within 60 days)

Property Owners within Library District

A non-resident who is an individual or is a partner, principal stockholder, other joint owner, or lessee of taxable property in the service area of Freeport Public Library is eligible to receive an FPL card. The property owner must present a copy of their most recent tax bill for the taxable

property to fill out a library card application. A lessee must present a copy of the commercial lease. Property owner cards are valid for 1 year.

Non-Resident Cards

A non-resident is defined as a property owner or renter who resides in an area that is not taxed for public library service. A non-resident can purchase an FPL card and will be charged a fee that is determined by state formula. This fee may vary from year to year. A non-resident must present their most recent tax bill upon application for a non-resident card and the property owner will pay the same amount for the library card as would be paid if the property were within the FPL service area. The payment will include up to five cards for persons residing in the same household. Non-resident cards are valid for 1 year. Non-residents must purchase their non-resident library cards at the closest public library that offers non-resident cards. Students residing in Freeport School District #145, but outside of the Freeport Public Library boundaries may qualify for a Cards 4 Kids Library Card. Please see the Circulation Manager to inquire about eligibility.

A non-resident student may be issued a card, without payment of fee, pursuant to 75 ILCS 5/4-7. "Student", for purposes of this section, means an individual currently enrolled in a public or nonprofit private school (K-12) who does not have his or her principal residence within a public library service area. The student must present proof of eligibility, as required by statute, at the time of application for this card.

Temporary Residency Cards

A temporary resident living in the Freeport Public Library service area for a minimum of 30 consecutive days will be issued a temporary FPL card with an appropriate expiration date. Proof of residency must be provided. Proof of permanent address will be required.

Trustee/Staff Cards

Trustees and Employees of the Freeport Public Library will be issued a courtesy FPL card with full lending privileges. Trustees and employees will not be charged overdue fines but will be charged for lost or damaged materials.

Reciprocal Borrowers

FPL will extend reciprocal borrowing privileges to patrons of any library that extends privileges to cardholders of FPL. Individuals presenting a valid card from another public library in Illinois may borrow items from the Freeport Public Library, provided that their privileges in their home library are not suspended for any reason. Items checked out from FPL are the responsibility of the borrower and are subject to all the fines, rules and regulations of FPL. Reciprocal borrowers

cannot place holds on any FPL materials or use their reciprocal borrower's card to request inter-library loan (ILL) materials from other libraries. Reciprocal Borrower cards do not provide access to FPL online resources.

Homebound/ Retirement and Nursing Home Services

Freeport Public Library will make every effort to assist in providing service to "Homebound" residents of the library service area as well as residents living within a retirement housing facility or nursing home within the District. Patrons who borrow through a Homebound or Retirement/Nursing Program will not be charged overdue fines. They will be charged for a lost item.

Cards 4 Kids Program

Library Card Use

The Freeport Public Library may refuse use of an FPL card to anyone except the individual to whom the card has been issued.

Minors under the age of 18 will be allowed to checkout any item the library offers.

FPL cardholders and reciprocal borrowers must present their library card when checking out items. In the event that the cardholder does not have their library card they will be asked to show a government-issued picture ID. Minors will be asked for a school ID or verifying information to correlate with their card profile. Individuals presenting the physical card of a family member who lives in the same household may check out materials with the card.

Quantity restrictions may apply to some items.

Cardholders are responsible for any items checked out on their library card, including fines and replacement costs for lost or damaged items.

A lost or stolen library card must be reported to the library immediately to prevent unauthorized use. The patron is responsible for all items checked out on a lost, stolen or loaned card, along with any fines, fees, or damages incurred until the library has been notified of the loss. Replacement of library cards is \$1.00.

Suspension of privileges will occur if the patron has:

- Unpaid fines or charges that total \$10.00 or more
- Unreturned items that are more than 30 days overdue
- Violation of library policy
- Defacement of property

Circulation Policies

Loan Period

Freeport Public Library sets loan period and limits in accordance with the rules of the library consortium of which the library is part in order to provide patrons with fair and reasonable access to the library’s resources. FPL sets limits on the length of time that an individual can keep a specific type of item in order to more fairly distribute limited resources.

The following items do not circulate:

- Reference materials
- Local History Room materials
- Newspapers

Item Renewal

Patrons may renew items in accordance to the loan rules for that type of item. Items that have outstanding holds cannot be renewed.

Item Hold

Freeport Public Library patrons may place holds on both FPL-owned items and circulating items owned by other libraries in the PrairieCat consortium. Items will be held for 6 days after becoming available at which point the item will be re-shelved or sent back to the owning library.

Loan Rules

Item Type	Loan Period (Days)	Renewals	Limits Per Cardholder	Overdue Fines (Per Day)	Overdue Fines – ILL out (Per Day)	Maximum Fines	Maximum Fines – ILL out	Replacement Fees
Books	21 days	2 (21 day)	100	\$.10	\$1.00	\$10.00	\$30.00	Cost of item
Audiobooks	21 days	2 (21 day)	10	\$.10	\$1.00	\$10.00	\$30.00	Cost of Item

Magazines (Past Issues)	21 days	2 (21 day)	10	\$.10	\$1.00	\$10.00	\$30.00	Cost of Item
DVDs	7 days	2 (7 days)	5	\$1.00	\$1.00	\$10.00	\$30.00	Cost of Item
Music CDs	21 days	2 (21 day)	10	\$1.00	\$1.00	\$10.00	\$30.00	Cost of Item
Videogames	7 days	2 (7 day)	1	\$1.00	\$1.00	\$10.00	\$30.00	Cost of Item
STEM Kits	7 days	1 (7day)	1	\$1	\$1	\$10.00	N/A	Cost of Item
Wi-Fi Hotspots	7 days	0	1 (per household)	\$1	\$1	\$10.00	N/A	Cost of Item

Total number of checkouts per card is limited to 100 items.

Fines and Fees

Freeport Public Library Owned Materials

Fines will be assessed for overdue materials owned by Freeport Public Library at the daily rate listed in the Loan Rules at the time that they are checked in or renewed. All FPL cardholders, including reciprocal borrowers, are subject to the fine policies of Freeport Public Library.

Inter-Library Loan Items (ILL) –in consortium

Items belonging to other libraries in the PrairieCat Consortium checked out by Freeport Public Library patrons through ILL are subject to the fine policies of the lending library. All such fines accrued will be charged to the borrowing patron who may pay the fines at Freeport Public Library. All FPL items lent out to patrons at other library locations are subject to Freeport Public Library’s loan rules. All such fines accrued will be charged to the borrowing patron who may pay the fines at their home library.

Inter-Library Loan Items (ILL) – out of consortium

Items belonging to libraries outside the PrairieCat Consortium checked out by Freeport Public Library patrons through ILL are subject to the fine policies listed in part 3 section D, delineated under “ILL out.” All such fines accrued will be charged to the borrowing patron who may pay the fines at Freeport Public Library.

Damaged Item

A damaged item is any item that must be repaired or replaced. When an item is returned damaged, the borrower will be notified. If damage is beyond repair, patron will be charged replacement cost, in accordance with the Loan Rules. Library staff, with the approval of a supervisor, may allow patrons to purchase replacement items only if the damaged item is

owned by Freeport Public Library. The replacement item must be in new condition and of the same edition and format as the damaged item. If item can be repaired, the patron will be charged the cost of replacement or repair as follows:

Item	Replacement Cost
Barcode or Label	\$1.00
DVD Case	\$1.00 if 1-4 discs; \$2.00 if 4 or more discs
Playaway Case	\$5.00

Lost Item

If a patron reports an item is lost, the item will be declared “Lost” and the patron will be charged for the price of the item. No additional overdue fees are charged. If a lost item for which the patron has paid is found and returned to FPL within one (1) year of payment, they will be refunded the price of the item. Library staff, with the approval of a supervisor, may allow patrons to purchase replacement items only if the lost item is owned by Freeport Public library. The replacement item must be in new condition and of the same edition and format as the damaged item.

Overdue Notice, Billing and Statements

Overdue notices are sent by the library to patrons as a courtesy reminder to return overdue materials. Failure to receive a notice does not relieve patron of responsibility for returning items or paying fines.

When an item is 4 weeks overdue the borrower will be charged replacement cost for the item. If the item is returned in good condition following the bill, the replacement fee will be waived. Patron will still be responsible for a \$2.00 postage fee.

Claims Returned

For those items that a patron claims to have returned, library staff will declare the item “Claims Returned” and search for the item for 4 weeks. If the item is found, it will be checked in and all fines on the item will be waived. If item is not found, the patron will be charged for the cost of the item. Items and accounts of “Claims Returned” status may be subject to review by the Circulation and Outreach Coordinator on a case-by-case basis.

Hotspot Lending

Hotspots allow patrons to borrow free, mobile Internet access for use at home or while traveling. These devices allow connection of multiple devices to the Internet. The library's collection includes 5 Wi-Fi hotspots for patron use. Borrowers are expected to obey the following guidelines:

1. Users must be 18 years of age or older, have a valid Freeport Public Library card and show a valid state ID to check out a Wi-Fi Hotspot.
2. First-time users must sign an acknowledgement form at the Circulation Desk prior to checkout.
3. A Wi-Fi Hotspot comes equipped with a power cord, instruction manual, and carrying case for which the user is responsible.
4. The user assumes responsibility for the cost of repair or replacement in the event that the Wi-Fi Hotspot or its accessories are lost, stolen, or damaged.
5. One Wi-Fi hotspot may be checked out per user of household at a time.
6. A Wi-Fi Hotspot must be returned in person at the Circulation Desk.
7. Freeport Public Library and the City of Freeport do not monitor and have no control over the information accessed through the Internet and cannot be held responsible for its content.
8. Users are prohibited from using Wi-Fi Hotspots in any way that violates federal, state, and municipal laws.
9. Borrowers may not change or delete any account information or settings associated with the Wi-Fi hotspot equipment or accounts.
10. The library does its best to provide clean, secure, and fully functional equipment, but is not responsible for unforeseen hardware or software failure.
11. The lending period is fourteen (14) days. Wi-Fi hotspots may be renewed if no other patron has placed a hold.
12. There is a \$1.00 per day late fee per Wi-Fi hotspot with a maximum fine of \$10.
13. Users are encouraged to follow safe Internet practices. Freeport Public Library and the City of Freeport are not responsible for personal information that is shared over the Internet.

After 10 days late the hotspot will be "bricked" or service will be shut off and replacement of hotspot package will be billed to the patron. If the patron returns the equipment before a new replacement has been arranged, we will accept the return of the undamaged equipment, bill the patron the maximum overdue fine and collection fee if assessed, and a hotspot check out restriction of three months will be placed on the patron's account. Prior to bricking, all efforts will be made to negotiate a return.

See policy #208 for information about hotspot fines and fees.