

# 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 purpose 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 up for the library card of a child under 18 years of age. If a 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

### 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. The payment will include up to five cards for people 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**. Pursuant to 75 ILCS 5/4-7. "Student" means an individual currently enrolled in a public or nonprofit private school (K-12) who does not have their principal residence within a public library service area. The student must present proof of eligibility at the time of application for this card. Please see the Circulation Manager to inquire about eligibility.

### Temporary Residency Cards

A temporary resident living in the Freeport Public Library service area for at least 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. All temporary cards must be approved by the Circulation Manager.

### Trustee/Staff Cards

Trustees and Employees of the Freeport Public Library will be issued a courtesy FPL card with full lending privileges.

### 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 municipal service area. Patrons who borrow through a Homebound or Retirement/Nursing Program will not be charged overdue fines. They will be charged for a lost item.

## 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 18 will be allowed to check out any item the library offers.

FPL cardholders and reciprocal borrowers must present their library card when checking out items. If 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 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 until the library has been notified of the loss. The replacement fee for the library card is \$1.00.

Suspension of privileges will occur if the patron has:

- Unpaid fees that total \$10.00 or more
- Unreturned items that are more than 14 days overdue
- Violation of library policy
- Defacement of property

## Circulation Policies

### Loan Period

Freeport Public Library sets loan periods and limits in accordance with the rules of the library consortium of which the library is part 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.

The following items do not circulate:

- Reference materials
- Local History Room materials
- Newspapers

### Item Renewal

Patrons may renew items in accordance with 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	Replacement Fees
<b>Books</b>	21 days	3 (21 day)	100	Cost of item
<b>Audiobooks</b>	21 days	3 (21 day)	10	Cost of Item
<b>Magazines (Past Issues)</b>	21 days	3 (21 day)	10	Cost of Item
<b>DVDs</b>	7 days	1 (7 days)	5	Cost of Item
<b>Music CDs</b>	21 days	3 (21 day)	10	Cost of Item
<b>Videogames</b>	7 days	1 (7 day)	1	Cost of Item
<b>STEM Kits</b>	7 days	1 (7day)	1	Cost of Item
<b>Wi-Fi Hotspots</b>	7 days	0	1 (per household)	Cost of Item

\*Total number of checkouts per card is limited to 100 items

## Fines and Fees

Effective February 1, 2025, Freeport Public Library will not collect overdue fines for library materials. Fees for Freeport Public Library owned materials will only be assessed for lost or damaged items. Hot Spots, Kits, and Library of Things items will still have overdue fees.

### Inter-Library Loan Items (ILL)

Items belonging to other libraries are subject to the fine policies of the lending library. This pertains to any item inside or outside the PrairieCat Consortium.

### Damaged Item

A damaged item is any item that must be repaired or replaced. When an item is returned damaged, the patron will be notified. If damage is beyond repair, the patron will be charged replacement cost, in accordance with the Loan Rules. Patrons may 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 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. If an item is paid for there are no refunds. Patrons may purchase a replacement item 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 lost 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 patrons of responsibility for returning items or paying fines.

When an item is fourteen (14) days overdue the borrower’s library account will be blocked. An invoice for replacement costs of the item will be sent to the borrower when the item is twenty-one (21) days overdue. If the item is returned in good condition following the bill, the

replacement costs will be waived. Once the item is returned and/or the replacement costs are paid, the borrower's library account will be unblocked.

### 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 Manager 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. Borrowers are expected to obey the following guidelines:

1. Patrons 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 patrons 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 patron assumes responsibility for repair or replacement costs if the Wi-Fi Hotspot or its accessories are lost, stolen, or damaged.
5. One Wi-Fi hotspot may be checked out per patron and/or household at a time.
6. A Wi-Fi Hotspot must be returned in person to 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. Patrons are prohibited from using Wi-Fi Hotspots in any way that violates federal, state, and municipal laws.
9. Patrons 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 failures.
11. The lending period is seven (7) days.
12. There is a \$1.00 per day late fee per Wi-Fi hotspot with a maximum fine of \$10.
13. Patrons are encouraged to follow safe Internet practices. Freeport Public Library and the City of Freeport are not responsible for personal information shared over the Internet.
14. Overdue Wi-Fi hotspots will have service suspended at the library's discretion. Suspended Wi-Fi Hotspots will be assessed a reactivation fee based on the following criteria:
  - a. First time reactivation fee per patron is \$5.
  - b. A reactivation fee of \$25 is assessed for two or more reactivations per library card.

15. Patrons will be charged the Total Replacement Cost of \$70 for Wi-Fi hotspots that have not been returned 21 days after suspension date.

### Replacement Fees

<b>Item Included in Hotspot Kit</b>	<b>Replacement Cost</b>
Hotspot	\$50
Power Supply	\$10
Case	\$5
Processing Fee	\$4
Instruction Sheet	\$1
<b>Total Replacement Cost:</b>	<b>\$70</b>