

# Circulation Policy of the Jacksonville Public Library

## Library Cards

All persons wishing to obtain a Jacksonville Public Library card must present a photo identification and one item showing their current address (this item may be the photo identification) at the time of application. In the case of minors, the photo identification and item showing current address may be those of a parent or legal guardian.

- A) **Resident:** Any person five years of age or older and residing within the city limits of the City of Jacksonville may obtain a library card at no cost. Such a card is valid for three years from the date of issuance.
- 1) **Adult:** If the resident applicant is fourteen years of age or older, he or she may obtain an Adult Library Card with full check-out privileges.
  - 2) **Juvenile:** If the resident applicant is between the ages of five and thirteen, he or she may obtain a Juvenile Library Card. A parent or legal guardian must sign the application for the child's library card at the time of application. Video materials may not be checked out on a Juvenile Library Card.
- B) **Taxpayer:** Any person five years of age or older residing outside the city limits of the City of Jacksonville but owning property inside the city limits of the City of Jacksonville may obtain a library card at no cost. In the case of minors, such a card may be obtained if their parent or legal guardian owns property within the city limits of the City of Jacksonville. Such a card is valid for one year from the date of issuance. In order to obtain such a card, a copy of the most recent real estate tax bill for the property located within the City of Jacksonville city limits must be presented.
- 1) **Adult:** If the taxpayer applicant is fourteen years of age or older, he or she may obtain an Adult Library Card with full check-out privileges.
  - 2) **Juvenile:** If the taxpayer applicant is between the ages of five and thirteen, he or she may obtain a Juvenile Library Card. A parent or legal guardian must sign the application for the child's library card at the time of application. Video materials may not be checked out on a Juvenile Library Card.
- C) **Non-Resident:** Any person five years of age or older not residing within the city limits of the City of Jacksonville may purchase a Jacksonville Public Library card. In order to purchase a non-resident Jacksonville Public Library card, the Jacksonville Public Library must be the nearest public library to the residence of the card applicant. A yearly calculated non-resident fee covers an entire non-

resident household (e.g. A family of two parents and three children may obtain five non-resident Jacksonville Public Library cards for one non-resident fee.) Such a card is valid for one year from the date of issuance.

- 1) **Adult:** If the non-resident applicant is fourteen years of age or older, he or she may obtain an Adult Library Card with full check-out privileges.
- 2) **Juvenile:** If the non-resident applicant is between the ages of five and thirteen, he or she may obtain a Juvenile Library Card. A parent or legal guardian must sign the application for the child's library card at the time of application. Video materials may not be checked out on a Juvenile Library Card.

**D) Students:** Any student of Illinois College, MacMurray College, the Illinois School for the Deaf, or the Illinois School for the Visually Impaired who resides on the campus of his or her school may obtain a Jacksonville Public Library card. In order to obtain such a library card, Illinois College and MacMurray College students must present a current student identification from their school. Illinois School for the Deaf and Illinois School for the Visually Impaired students may either present a current student identification or a letter (on school letterhead) from their school stating that they are a current student.

Students may apply for a Jacksonville Public Library card at anytime during the regular school term and such a card is valid through May 1 of the school year in which they apply. In order to obtain a student library card during the summer when the regular school term is not in session, the student must show proof that he or she is a resident on the campus of his or her school throughout the summer.

**E) Reciprocal Cards:** The Jacksonville Public Library will honor any valid library card issued by another public library in Illinois. These reciprocal library cards entitle the cardholder to the same privileges and subject the cardholder to the same rules as Jacksonville Public Library cardholders. Exceptions are that Interlibrary Loan requests must be placed with the patron's home library and access to Jacksonville Public Library databases, including those for downloading e-books and audio books, are not available to reciprocal borrowers.

## **Checking Out Materials**

In order to check out materials from the Jacksonville Public Library, a patron must present a valid Jacksonville Public Library Card or valid reciprocal card from another Illinois public library. If the patron has a valid Jacksonville Public Library Card in his or her name but does not have the card with them at the time that they wish to check out materials, they may check out by showing a current photo identification. Patrons with a reciprocal card from another Illinois public library or patrons using someone else's

library card may not check out by presenting identification. In such situations, the library card must be presented at the time of check out. Cardholders may not check out materials if they have fines totaling \$5.00 or more or any items one month or more overdue outstanding on their account.

A) **Books** have a checkout period of three weeks. Reference and Special Collections books are for in-house use only. Books may be renewed once for three additional weeks, unless they are "new" or have a hold placed on them. "New" Adult books are defined as those located in the library's East Reading Room and marked with a metal tag on the inside of the book. "New" Youth books are defined as those labeled with a "new" sticker.

B) **Video Materials** (DVD) have a checkout period of one week. Video materials may be renewed once for one additional week unless they have a hold placed on them. There is a limit of **five** video materials per library card checked out at any one time. Only patrons with an Adult library card may check out video materials.

C) **Audio Materials** (CD/Playaway) have a checkout period of three weeks. They may be renewed once for three additional weeks unless they have a hold placed on them. There is a limit of six audio materials per library card checked out at any one time.

D) **Periodicals** (Magazines/Newspapers) have a checkout period of one week with no renewals. There is a limit of six issues per periodical title checked out on a library card at any one time. The newest issue of a periodical, as well as bound periodicals, are for in-house use only.

E) **Toys/Games/Puppets** have a checkout period of three weeks. They may be renewed once for three additional weeks unless they have a hold placed on them. There is a limit of two toys/games/puppets per library card checked out at any one time.

F) **Other** (LCD Projector, Assisted Listening Device, etc...) may be borrowed with the permission of a library supervisor. The item will be due at an agreed upon date.

## **Requesting Materials**

Cardholders may request unavailable materials in the following ways:

### A) **Holds:**

1) **Library Holds:** Jacksonville Public Library cardholders and reciprocal cardholders may have a hold placed upon any circulating item that is owned by the library but is not currently available (e.g. checked out, in repair, ...). The cardholder will be notified when the item becomes available for checkout.

2) **System Holds:** Jacksonville Public Library cardholders and reciprocal

cardholders may place a hold upon any circulating item that is owned by any participating library in the Resource Sharing Alliance. When the item arrives at the Jacksonville Public Library, the card holder will be notified that the item is available for checkout.

The Jacksonville Public Library also participates in System Holds by sending item(s) it owns to patrons at other participating RSA libraries who have placed the item(s) on hold. The Jacksonville Public Library will not send any non-circulating materials (e.g. Special Collections Materials, Reference Materials, Bound Periodicals, ...) via System Hold.

**B) Requests to Purchase:** Jacksonville Public Library cardholders may request that the library purchase for its collection any item not owned by the library. Reciprocal cardholders must make such a request of their home library.

**C) Interlibrary Loans:** Jacksonville Public Library cardholders may request that the library borrow through Interlibrary Loan any item that is not owned by the Jacksonville Public Library and is not available through a System Hold. There is a limit of three Interlibrary Loan requests outstanding per library card at any one time. If a fee is charged by the lending library in order to borrow a requested item through Interlibrary Loan, the Jacksonville Public Library cardholder will be given the option of paying the fee and borrowing the item or not borrowing the item. Due dates for items borrowed through Interlibrary Loan are set by the lending library. Reciprocal cardholders must make Interlibrary Loan requests of their home library.

Other libraries of any type (e.g. public, academic, school, special) and any location that are not participants in the Resource Sharing Alliance System Holds may request to borrow through Interlibrary Loan items that the Jacksonville Public Library owns. The Jacksonville Public Library will not Interlibrary Loan any non-circulating materials (e.g. Special Collections Materials, Reference Materials, Bound Periodicals, ...) to other libraries. The loan period for interlibrary loans to other libraries is four weeks with the possibility of one four week renewal. If an item owned by the Jacksonville Public Library is unavailable, a request from another library to borrow the item through interlibrary loan will be denied. The item will not be placed on hold for the requesting library. The Jacksonville Public Library does not charge other libraries for any materials borrowed through Interlibrary Loan.

## **Overdue Materials**

Every item checked out from the Jacksonville Public Library is given a due date. Items are due back to the library on the given due date. Items may be returned at either the Adult or Youth Services Circulation Desk or in the book drop located in the parking lot to the west of the library building. However, audio and video materials may not be returned in the book drop. Fines are charged at \$.10 per day for each item that is overdue. As a courtesy, the library provides a grace period of one day past the given

due date for each item that is checked out. Fines will accrue on all days, including weekends and days that the library is closed. The maximum fine for an item is \$10.00 or the cost of the item (whichever amount is less).

After an item(s) is ten days overdue, a notice is sent to the cardholder.

After an item(s) is one month overdue, a bill for the item(s) is sent to the cardholder. The cardholder is billed for the cost of each item. After an item(s) is two months overdue, a second bill is sent to the cardholder.

If the billed item(s) is returned to the library, the cardholder will not be charged for the item(s) but will be responsible for any fines accrued. If the item(s) is not returned, the cardholder must pay the bill for the lost item(s) but is not responsible for any fines accrued.

Items damaged beyond repair while checked out to the cardholder are treated the same as lost items. The cardholder will be charged for the cost of the item.

Parents or legal guardians will be held responsible for any items lost/damaged or fines accrued on a minor's (person under 18 years of age) library card.

Approved by the Jacksonville Public Library Board of Trustees on November 14, 2016.