

# East Moline Public Library

## Circulation Policy

### Preface

Patrons assume full responsibility for the return, damage, fees or fines for materials loaned under this policy and hold the East Moline Public Library harmless of any materials.

### Registration

- A. Residents and property owners of incorporated East Moline are taxed for library services on their real-estate tax bills. An East Moline Library card can be obtained upon display of a valid government-issued photo identification card and proof of current address within incorporated East Moline. East Moline residents and property owner library cards expire after three years and must be renewed with presentation of identification.
- B. Residents and property owners who live within the boundaries of the Hampton Public Library District are taxed for library services on their real-estate tax bills. The Hampton Public Library District contracts with the East Moline Public Library to provide library services to their residents and property owners. Hampton residents and property owners can obtain an East Moline library card upon display of a valid government-issued photo identification and proof of current address within the Hampton Public Library District. Hampton Public Library District residents and property owner library cards expire after three years and must be renewed with presentation of identification.
- C. Residents of unincorporated East Moline or surrounding areas are not taxed for library service and may choose to purchase it. State laws use the high school district (District 30) to determine the public library from which to obtain a library card. Purchase card holders are entitled to the same services as taxed card-holders.
  - a. The cost of library service for residents outside the boundaries of incorporated East Moline is currently \$60 per household per year.
  - b. By law, purchased cards expire each year and may be reissued in subsequent years. Purchased library cards will show the expiration on the back of the card.
  - c. Payment for purchased library service may be made in cash or by check. Cards must be paid for in full at the time of purchase.
- D. Business or commercial property owners of incorporated East Moline are taxed for library service on their real estate tax bills, and are therefore eligible for a library card. Additionally, business or commercial renters of incorporated East Moline are eligible for a library card under the assumption that a portion of any rental payment is utilized by the landlord for the payment of property taxes. An East Moline Public Library card can be obtained by a business upon proof of business ownership or commercial rental (i.e. the most current tax bill, a rental or lease agreement, professional license, etc.). Only one card will be issued per business. The business is responsible for any fines or fees associated with, or damage done to Library materials checked out with its card. Business cards expire after three years and must be renewed with presentation of identification.

- E. The Library extends reciprocal services to persons with a valid current library card from another town in Illinois. A current library card in good standing and a valid identification with the person's current address must be presented to obtain reciprocal borrowing privileges. The Library reserves the right to limit services. Reciprocal Borrower registration expires after one year and must be renewed with presentation of a current library card in good standing and valid identification with the person's current address.
- F. The East Moline Public Library annually purges inactive patron accounts that have expired and been inactive for three years. This purge will also remove billed items, under \$50, that have not been paid for that are on expired patron cards and have been inactive for three years.

### Loan Periods and Limits

All loan periods, fees and fines apply equally to East Moline Public Library card holders and to Reciprocal Borrowers.

#### Standard Loans

- A. *7-day loan*
  - a. New and \$1 Rental Films                      Limit 10\*
  - b. Video Games    Limit 10\*
- B. *21-day loan*
  - a. Books    No Limit
  - b. Magazines    No Limit
  - c. Music CDs    No Limit
  - d. TV Shows - \$1 Rental                              Limit 10\*
  - e. Non-Fiction Films                                      Limit 10\*
  - f. Audio Books on CD, Playaway                      No Limit

*\*Films are limited to 10 total of any combination of loan periods, format or movie type*

- C. The East Moline Public Library offers electronic media for download to East Moline Public Library cardholders. Electronic Materials may be checked out for 7, 14, or 21 days depending on the item and the digital usage rights.

All items, with the exception of \$1 rental videos and games, may be renewed once if not on reserve or under special loan limits. Overdue items may be renewed, provided they are not on reserve or under special loan limits. In the case of renewal of overdue materials, fines will be assigned to the borrowers library card account from the original due date if renewed. Items may be renewed at the library or over the phone, as long as the cardholder can verify their identity through either confirmation of birthdate and address or library card barcode number.

### Reserves/Holds

- A. Residents of incorporated East Moline and Hampton Public Library District, as well as purchased card holders, may place holds in person at any service desk, by telephone, or by accessing the Library Catalog over the internet with a valid library card. Reserves/holds may be placed on any item. Items will be held for seven days from the time the item becomes available. Patrons will receive confirmation when their hold is available.

- B. Reciprocal Borrowers may request on-shelf items in person at any service desk or by telephone. Reciprocal Borrowers may request any item be held for no longer than seven days.

### Fines and Fees

- A. Overdue fines for East Moline Public Library Materials

*\$0.20/day late fee (Maximum fine per item \$5.00)*

- Books
- Music CDs
- Audio Books
- Magazines

*\$1.00/day late fee (Maximum fine per item \$5.00)*

- Videos
- Video Games

East Moline Public Library reserves the right to restrict borrowing privileges if fines accumulate in excess of \$5.00 per patron.

- B. Lost items

A borrower has up to 90 days to search for a misplaced item before being required to pay replacement costs. Refunds will only be granted for found items if the cardholder has a receipt and the item is found within 90 days of original payment. A \$5.00 overdue fine per item shall be deducted from any refunds given. The Library does not accept donations of like items in lieu of payment. All damaged and withdrawn materials remain the property of the Library.

- C. Processing fees for lost or damaged materials

Patrons may be charged for lost items and pieces

*Representative replacement fees for damaged or lost East Moline Materials*

- |                                      |         |
|--------------------------------------|---------|
| • Single Audiobook CD                | \$10.00 |
| • Playaway/Audiobook/Game/Video Case | \$10.00 |
| • CD Case                            | \$3.00  |
| • Playaway Battery Cover             | \$3.00  |
| • Lost/Damaged Barcode               | \$1.00  |

### Guidelines for determining damage

The East Moline Public Library understands that books and media experience normal wear and tear as they are used. The Library balances normal wear and tear against damages that might make the public reluctant or unable to use the material. Usability is one consideration; appearance is another. These guidelines cover any material that the Library checks out to the public.

Fees for damaged materials will be charged upon return when the condition of an item makes it unsuitable to be returned to the collection.

- A. Normal wear and tear or minor damage is to be expected as items circulate. This includes:
- Book falling from spine, loose spine or loose pages

- Frayed edges
  - Tears on spine channel
  - Magazine back cover or insert missing
  - Torn plastic covers
  - Paper dust jacket torn/marked
  - Plastic jackets torn/marked
  - Occasional torn page
- B. Examples of major damage that requires withdrawal of materials
- Animal teeth or claw marks
  - Liquid damage
  - Pages stuck together
  - Extensive marking/comments
  - Pages marked/burned/missing
  - Swollen/mildewed/odiferous
- C. Examples of items that would be withdrawn if parts cannot be replaced
- Books that are missing accompanying component when those items cannot be replaced. In this case, a new item must be purchased, even though the remaining parts are not damaged
  - Certain audiovisual items that are missing accompanying instruction of informational booklets when those items cannot be replaced and the booklets are needed to maintain the value of the item.

## Interlibrary Loan

- A. Borrowing from outside libraries, general rules
- The library provides interlibrary loan service to East Moline Public Library cardholders, with accumulated charges of no more than \$5.00, when materials cannot be obtained from the library collection or local consortium. Materials requested through ILL may take 1-3 weeks from the time the request has been submitted to the date it arrives at the Library. Items in high demand and those requested from outside Illinois may take longer.
- Many University libraries and libraries outside of Illinois charge a lending fee. Every effort will be made to obtain requested items at no cost. In the event an item cannot be obtained for free, the patron will be notified of the option to pay the lending fee. All ILL items borrowed through the East Moline Public Library must be returned to the East Moline Public Library.
- The Library will only request materials within the 48 contiguous states.
  - The Library will not request multiple copies of the same title for the same person
- B. Loan Periods and Limits
- All loan periods shall be set by the loaning library. East Moline Public Library has no control over loan periods established by the loaning library.
- C. All renewals are dependent on the lending library's approval and cannot be guaranteed. You may request a renewal before the item's due date, however you must request it no later than 3 days before the initial due date. For example, if an item is due on 8/22, you must request the renewal no later than 8/19. You may request a renewal at the circulation desk, or by contacting ILL staff at (309) 755-9614 ext. 102, or by emailing [ill@eastmolinelibrary.org](mailto:ill@eastmolinelibrary.org)
- D. Overdue fines match the East Moline Public Library Circulation Policy fine structure.

- E. A borrower has up to 30 days to search for misplaced items before being required to pay replacement costs. Once fees are paid no refunds will be granted for found items. The Library does not accept donations of like item in lieu of payment. All damaged or withdrawn materials remain the property of the lending library. The lending library will determine the fees for any lost or damaged item. Any fees charged to the East Moline Public Library by the lending library are passed on to the requesting patron.

### Other Fees

The Library charges the following fees in order to recoup the cost of services provided:

- Black and white copies/printouts            \$0.10/page
- Color printouts                                    \$0.25-\$1.00/page
- Faxing Services (flat fees)                    \$1.00 for local and toll free numbers  
    \$2.00 for numbers within the United States  
    \$3.00 for international numbers

An East Moline Public Library cardholder may request to have other fees charged to their library account, including fees for copying, printing, faxing, or video/game rentals. However, fees may not be added to an account which would take the accumulated total owed to \$5.00 or more.