

2. e. Circulation Policy

A patron must present his or her library card at the information desk at the time of checkout to borrow library materials. Patrons may present their driver's license in lieu of a card to check out material in some circumstances.

i. Services

River Valley District Library employees assist patrons in getting a library card, renewing and updating their library card, or understanding fines/fee/other notations on their cards. Patrons are allowed one replacement card for free each year. Additional replacement cards will be \$1.00 each. Lost or stolen cards must be reported as soon as the loss is noticed. Any fines incurred on that card prior to the report will be the responsibility of the patron to whom the card belongs.

Juvenile (under age 18) registrations must be signed by a parent or guardian. Signatures indicate an acceptance of responsibility for:

- supervision of the child/ward's choice of material;
- use of all library resources including access to the Internet;
- return of all materials when due; and
- all losses and damages to materials and equipment borrowed.

Seasonal or long-term vacation residents (staying for at least one month) within River Valley District Library's service boundaries are eligible for temporary cards while they reside in the area. See the Patron Policies – Library Card Policy section for more information.

The River Valley District Library will assist patrons in finding materials that are available for loan when those materials are not available in the building. See below for more information.

Library Services:

In addition to the circulation of materials, the River Valley District Library provides high demand services to its patrons. These services and associated fees are:

DVD Rental—free

Ellison and AccuCut Die Cut Machines & Dies—free

Microfilm Reader—free

Wi Fi—free

Computer Usage with Internet and Microsoft Office Suite—free

Notary Public—free

Document Scanning—free

Exam Proctoring—free with appointment

Resume Help—free with appointment

Interview Help—free with appointment

E-Reader / Tablet Instruction—free
 Computer Training—free
 Voter Registration—free
 Outreach Programming—free
 Photocopying—\$0.15 / black & white copy
 \$0.50 / color copy
 Computer Printing—\$0.15 / black & white page
 \$0.50 / color page
 Fax (Receiving or Sending)—\$1.00 for the first page, \$0.50 / additional page
 Lamination—\$1.00 / pouch
 DVD / CD Buffing—\$1.00 / disc
 Meeting Room—see Meeting Room Policy for details

Adopted 7/21/14 Reviewed 9/18/17

ii. Equipment Borrowing Policy

The River Valley District Library offers equipment for loan free of charge to its patrons. However, late fees will be assessed if equipment is returned after the due date. Equipment must be returned directly to a staff member and not placed in the book drop. The following equipment is available for check out:

ITEM	LOAN PERIOD	LATE FEE
Folding Banquet Tables (5)	2 days	\$5.00 each / day, Max \$50.00 each
Metal Folding Chairs (50)	1 week	\$1.00 each / day, Max \$10.00 each
Canopy Tent with Stakes (1)	1 week	\$5.00 / day, Max \$50.00
Screen (1)	1 day	\$1.00 / day, Max \$20.00
Nintendo 3 DS Game (1)	2 weeks	\$5.00 / day, Max \$50.00
Nobi Hand-Held Game (1)	2 weeks	\$5.00 / day, Max \$50.00
Garmin GPS w/ Accessories (1)	3 weeks	\$5.00 / day, Max \$50.00
Pre-Loaded Kindle E-Readers (6)	3 weeks	\$5.00 / day, Max \$50.00

Patrons must present a River Valley District Library card in order to checkout equipment. Patrons must fill out and sign a permission form before equipment will be released to them. The checkout period for equipment is listed above. Reservations for the loan of library equipment can be made up to one month in advance.

Library staff will check that all equipment is functioning properly upon return. All borrowers will agree to abide by the library policy and procedures for use of library equipment or will forfeit future borrowing privileges.

Library Equipment Borrowing Agreement:
(Library maintains original on file until transaction is completed.)

I, _____, agree to abide by the equipment borrowing policy as stated above and to pay full costs should any of the equipment borrowed be stolen, lost, not returned, or damaged.

I have read the entire document and agree with the above statement.

Signature _____

Library Card Barcode _____

Equipment Borrowed: _____

Date Borrowed _____

Staff Initials _____

Date Returned _____ Staff Initials _____

Board Adopted 12/16/13

iii. Length of Loans

River Valley District Library loans a variety of material. All River Valley District Library owned items have a **3 week** loan period except:

- Newly Released Entertainment DVDs and Blu-rays—**2 day** loan period
- Entertainment DVDs and Blu-rays—**1 week** loan period
- Newly Released TV Series—**1 week** loan period
- Video Games—**1 week** loan period
- Reference & Local History—In-house use only
- Equipment—varies (See Equipment Policy for loan periods.)

Additional restrictions may apply to the collection on a case by case basis. For items not owned by River Valley District Library, the lending library's circulation policies are followed.

iv. Renewal

Material may be brought into the library to be renewed, renewed by use of the automated phone renewal system, or renewed on-line. All materials may be renewed once except when the following occurs:

- The material is on reserve/hold for another patron or library.

- The material has already reached its maximum number of renewals.
- The material is not allowed to be renewed.

Material borrowed from outside the River Valley District Library or PrairieCat Libraries System is not always renewable and is up to the discretion of the lending library.

v. Interlibrary Loans

River Valley District Library requests materials from outside the RiverShare Library System if the user has a valid River Valley District Library card. Other area library cards cannot be accepted. This service is free unless the lending library requires a fee. In this case, the items will not be borrowed without first gaining patron permission and the fee assessed upon checkout. Borrowed materials are held for a week before returned to the owning library.

Interlibrary loan periods are determined by the lending library. Items loaned by another library on the condition that they be used under supervision may not be checked out. Materials borrowed through Interlibrary Loan can only be returned to the River Valley District Library.

vi. Return of Library Materials

The River Valley District Library will accept returned materials from all Illinois libraries. Patrons may be held responsible for items returned with damage. Audio/Visual materials will be inspected upon return for damage to the DVD/CD. Kits will be inspected to ensure all pieces are returned in good condition.

vii. Fines and Fees

A patron assumes responsibility for items borrowed with their library card. Library materials that are kept beyond their "due date" are considered overdue. All overdue fines accrue at \$0.15/day except:

- Entertainment DVDs—\$1.00/day
- Video Games—\$1.00/day
- Entertainment Passes—\$1.00/day
- Equipment—varies (See Equipment Policy for rates.)

An item is not considered returned until all of its parts are returned (discs, liner notes, booklets, instructions, etc.) The item will remain checked out to the patron and fines will accumulate on partially returned items (if overdue) until the missing part(s) is returned.

Library users are expected to pay an item's full replacement charge if damaged while borrowed on a library card account. The replacement cost and any accrued fines will be assessed for any item returned that is no longer in appropriate condition for continued circulation.