

Berkeley Public Library

Circulation Policy

ELIGIBLE BORROWERS

Cards are available to residents of the Village of Berkeley, Illinois. Teachers employed in schools serving the Village of Berkeley may also register for a card valid for one year.

Non-residents who qualify for the State of Illinois “*Cards for Kids*” exception (pursuant to 75 ILCS 5/4-7) are asked to contact Library administration for additional information.

LIBRARY CARDS

Individuals who are residents of Berkeley, with proof of residence, are eligible for a library card. A current driver’s license or a state photo ID and at least one current (recent 60 days) utility bill are required for proof of residence. The fee to replace a lost card is \$1.00. All circulation records are confidential.

Individuals under the age of eighteen are required to have a parent or guardian signature on their application cards. This signature represents acceptance of responsibility for the return of, or payment of, all materials. Parents must provide proof of Berkeley residence with proper identification.

The patron’s current library card, in good standing, must be presented to obtain materials¹. A patron whose card is lost or stolen should immediately report it to the Library. The patron is responsible for materials checked out prior to the card being reported lost or stolen. Library cards are valid until the patron moves from the Village of Berkeley. Library accounts and the accompanying cards may be removed from the system automatically after a period of three years of inactivity. In this event, there is no cost to issue a new card to the resident.

Borrowing and public computer privileges may be withheld from a patron when charges exceed \$5.00.

LOAN POLICY

Please consult the current Loan Rule Chart for full details regarding holds, material limitations, and circulation periods. New materials are available to be placed on hold by Berkeley Public Library patrons only for a period of 60 days. Patrons who use their cards at other libraries are subject to that library’s loan rules.

VACATION LOANS

Vacation loans of Berkeley Public Library material may be made upon request to a library staff member.

RENEWALS

Many materials may be renewed by visiting the library, by phone, or by using the online catalog link at <https://bks.swanlibraries.net>. Additionally, many items may be eligible for *automatic renewal*, which automatically attempts to renew the item prior to the date due. For more information, please see library staff.

OVERDUE MATERIAL

A majority of materials available from the Berkeley Public Library are now circulated on a *fines free* model. If qualifying item(s) are overdue 14 days or more, the patron’s account will be temporarily blocked until the item(s) are returned. If an item is overdue for 42 days or more, the item is marked as

lost and the replacement cost will be assessed to the patron's account. Materials that require a deposit, including technology such as hotspots, laptops, and tablets are not *finer free* and will accumulate overdue fees for each day until they are returned.

LOST OR DAMAGED LIBRARY MATERIALS

If any library material is lost or damaged, the responsible patron will be charged the replacement cost. If the library material reported as lost is returned within 90 days, the replacement cost will be refunded to the borrower unless replacement material has already been purchased by the Library. The library will not accept 'in kind' items to replace the items lost.

HOLD REQUESTS

Patrons may request materials which are not immediately available for patron use, but are part of the collection of the Berkeley Public Library or any of the libraries that are part of the SWAN consortium. When the requested materials are available, the library will notify the patron via automated phone, e-mail, or text message. The specific title of the material will not be stated to anyone other than the library patron who placed the hold. If the patron is not available by phone, a message will be left and the material will be held for a period of 7 days. The library will attempt to leave one message regarding a hold on any specific item.

INTERLIBRARY LOAN

Interlibrary loan is the process by which a library requests material from, or supplies material to, another library. When patrons request material(s) not available from the Berkeley Public Library, such items may be requested via interlibrary loan (ILL) through the SWAN consortium. Items unavailable through SWAN may be requested from other state or national libraries via OCLC. For assistance with this process, please see library staff.

RECIPROCAL BORROWING

Reciprocal borrowing is a program that allows patrons with a valid public library card to travel to other public libraries within the state of Illinois to borrow materials.

DISCLAIMER

The Berkeley Public Library Board of Trustees believes that policies should be kept to a minimum. The policies listed are believed to be necessary to preserve the library's collection and continue to make materials available to the community under reasonable conditions and at a cost which is equitable to all. These policies are not all-inclusive and are subject to modification by the Library Board of Trustees at any time.

- 1- *Effective July 2019, a patron may use the SWAN app with a digital facsimile of the library card for all materials and services instead of a traditional physical card.*

REVISED AND APPROVED by the Board on this 26th day of August, 2020. AYES: 7 NAYS: 0.

REVISED AND APPROVED by the Board on this 22nd day of September, 2021. AYES: 7 NAYS: 0.

REVISED AND APPROVED by the Board on this 27th day of April, 2022. AYES: 5 NAYS: 0.