

## Library Materials

### Circulation

#### Length of Loans

The Henderson County Public Library District circulates materials in a variety of formats including books, magazines, books on CD, and DVD. The following terms of loan are applicable as indicated:

	Length of Loan	# Allowed Renewals	Reserves
Books	2 weeks	1	
Sound Recordings	2 weeks	1	
Magazines	2 weeks	1	
DVDs	2 weeks	1	
Reference	N/A		
Other			

#### Fees and Fines

The Henderson County Public Library District has established, in addition to the schedule for lost or damaged items, the following schedule of fines for overdue materials as well as fees for other services provided by the Henderson County Public Library District.

#### Overdue Materials

Books: .05 per day, not to exceed the cost of the item.

Sound Recordings: .05 per day, not to exceed the cost of the item.

DVDs: .05 per day, not to exceed the cost of the item.

(Other): .05 per day, not to exceed the cost of the item.

Patrons with responsibility for material in any format which is more than 6 weeks overdue are also responsible for any and all collection and/or court costs incurred by the library in its efforts to secure the return of the material.

#### Fees

Copies: .20 for Black and .50 for color per page. If enlargement or reduction is required by the patron, the per page fee applies to each step in that process. Enlargement and reduction is not an exact science and may take several pages.

Fax/transmission: \$1.00 for the first page and .50 per each additional page. Faxes are sent only within the continental United States. The cover sheet is excluded from the per page fee if the fax (including cover sheet) is more than one page in length.

Fax/receipt: \$1.00 for the first page and .50 per each additional page. The Henderson County Public Library District assumes no responsibility of notification of the receipt of a fax for an individual. The fax will be held by the library for one week and then discarded if not picked up. No effort to notify the individual of the arrival of the fax will be made.

Computer printouts: .20 per page. This fee applies to all material printed by library printers including, but not limited to, Internet downloads, personal work, and graphics.

Internet usage: no limit as long as there are computers not being used. If at any time all 9 of the public access computers are busy, it will be the first person to be asked to move.

### **Cards**

The Henderson County Public Library District issues the first card for free to residents of the library service area. If a patron loses or damages the library card, the patron will be responsible for paying \$1.00 for a new library card.

Henderson County Public Library District cards are available to:

- All Henderson County residents and property owners
- An adult wanting to register for a borrower's card at the Henderson County Public Library must bring with him/her a form of identification, at least one of which bears his/her name and address. These forms of identification include but are not limited to a driver's license, utility bills, mail, or voter's registration card.
- A child may receive her/his first library card upon entering first grade.

If you are not from Henderson County, once you obtain your library card from your home library you are then welcome to use your card at our library.

- Children under the age of 16 must have a parent's signature on any initial application for a library card.
- Children under the age of 14 may use the proof of residency provided by a parent.
- Children 15 and over may choose to provide their own proof of residency, or to use that of a parent.

Non-resident cards are available for a fee (23 Ill. Admin. Code 3050.60). "Non-resident" means an individual residing in Illinois who does not have his or her principal residence within the territory of a public library service area.

### **Holds/Reserves**

Patrons may reserve materials which are not immediately available for patron use. When the reserved materials are available to the patron who has placed the reserve, the library will notify the patron. The specific title of the material will not be stated to anyone other than the library patron who placed the reserve. The date of the message will be noted and the material will be held for the patron for a period of one week. If additional patrons are waiting for the material,

the next patron on the list will be called and notified of the availability of the item, and the same procedure will be followed. If no additional patrons are waiting for the material, the material will be placed back into general circulation. Relay of the message to the appropriate person in the household and prompt retrieval of the material, are the responsibilities of the patron.

### **Interlibrary Loan**

The Henderson County Public Library District abides by the ILLINET Interlibrary Loan Code (23 Ill. Adm. Code 303 Exhibit A).

When patrons want material that is not available within the Henderson County Public Library District, we ask other agencies to provide it. This is the process of interlibrary loan. Materials borrowed through interlibrary loan have a circulation period which is determined by the lending library, not the Henderson County Public Library District. We are happy to borrow materials from other libraries for you, but we ask that you respect the date by which those materials must be returned to their home libraries. When the Henderson County Public Library District is lax in returning materials borrowed through interlibrary loan, the library can lose the privilege of borrowing materials in that way for any of its patrons. It is crucial, therefore, that materials borrowed through interlibrary loan be returned in a timely manner. Habitual failure to do so may result in the individual loss of the privilege in order to preserve the privilege for other library patrons.

### **Lost or Damaged Materials**

Materials borrowed via any mechanism are the responsibility of the library patron. Replacement cost (not original purchase price) is the responsibility of any patron who borrows and loses any library material. In the case of children under the age of 18, it is the parents' responsibility to pay for lost or damaged items in accordance with the following schedule of terms:

1. Retail replacement cost of any item which is lost or damaged beyond repair and for which a current price can be found.
2. Materials borrowed through interlibrary loan which are lost or damaged are charged to the patron according to the bill provided by the lending agency.