

North Chicago Public Library  
2100 Argonne Drive  
North Chicago, Illinois 60064

Board of Trustees

Policy # 004

## **Library Cards and Circulation Policy**

Adopted: December 19<sup>th</sup>, 2011

Revised: January 17<sup>th</sup>, 2012

Revised: September 17<sup>th</sup>, 2013

### **Purpose:**

The North Chicago Public Library serves an increasingly diverse population in the City of North Chicago. Our mission is to provide quality library services and resources to help the people in City of North Chicago. This policy outlines the Library Card eligibility and the guidelines for checkout service.

## **Eligibility for Library Service**

### **I. Resident Library Card**

The North Chicago Public Library is funded by City of North Chicago taxes. Therefore, to be eligible for a Library card, a person must be a resident of the City of North Chicago. All children are welcome to receive their own library card. Identification and proof of residency are required at the time a Library card is issued. Children under 18 14 must have the signature of a parent or guardian on their application. Children 18 14 and over may choose to provide their own proof of residency or use that of their parent. The Listed Lake Bluff Subdivisions paying property tax are considered Residents. Library Cards will be valid for three years.

### **Lake Bluff Subdivisions paying taxes to North Chicago Public Library**

#### **• Forest Point**

- Waukegan Road Addresses

#### **• Hamptons**

- Hampton Blvd.
- Pembroke Circle
- Welwyn Street
- Welwyn Court
- Hemstad Street
- Woodbury Lane

- Meadowbrok Lane
- Templeton
- Laurelton
- **Deervalley**
- Waukegan Road Addresses
- **Stratford Court**
- Stratford Court

**A. Acceptable picture identification includes:**

- Driver's License
- State Identification Card
- Student or Faculty Identification Card
- Passport
- Illinois Public Aid Identification Card.

**B. As proof of the applicant's current address, one of the following will be acceptable:**

- Instructional Driver's Permit
- Lease or Housing Agreement
- Utility Bill (Telephone, Gas, Electric, Water or Cable)
- Credit Card Statement
- Bank Statement
- Paystub
- Tax Documents (IRS 1040, IRS 1040A, IRS 1040EZ, IRS W-2)

Bank account statement or bill must be not more than sixty days old. Leases, housing agreements, and instructional permits must be currently valid. Residential employees may confirm their local address by means of a letter from their employers indicating that the employees reside in the household.

**II. Out-of-Town Cards**

The North Chicago Public Library will honor any library card in the state of Illinois. Out of town cards will be checked for delinquency status (overdue materials and fines) before materials will be loaned. If the issuing Library is closed at the time of the call, no materials may be checked out from the North Chicago Public Library. An identification card must be completed for our records.

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**III. Temporary Library Cards**

We offer qualified visitors the option of unrestricted library services for three months. The applicant must provide the same identification as for a resident library card.

A patron may not have more than one valid card. The Temporary Library Card online allows patrons to access use of the Computers and Wireless Internet.

A patron may obtain a replacement card for the charge of \$1.00 if they lose their card or it is stolen.

## **North Chicago Patrons Borrowing Privileges**

North Chicago patrons receive priority for all library service. You must have your library card with you to check out any items.

## **Library Systems**

The North Chicago Public Library is a member of the RAILS (Reaching Across Illinois Library System). The Public Libraries, along with academic, school and special libraries, comprise the Library systems in Illinois. Any library which is a member of a system is automatically a member of ILLINET. The purpose of this network is to share resources and provide residents of the state with information that is not available at the local level. The State of Illinois funds the systems but they are governed by local Public Libraries. A complete copy of the ILLINET Interlibrary loan can be found in the last section of the circulation policy for clarification.

## **Loan Period**

Most books, audio books, and may be borrowed for Four weeks.

Magazines may be borrowed for a period of two week.

Best-selling books and those in high demand have a two week borrowing period.

DVD's may be borrowed for one week (limit of 3 per household) (plus a \$1.00 charge will apply). CD's and cassettes may be borrowed for one week (limit of 3 per household)

## **E-Books Content**

Patrons will be allowed a checkout period of (4) weeks. After that duration and due date has passed the e-book(s) content shall disappear from their e-reader device and/or computer.

## **Fines/Late Fees**

Fines are charged on all overdue materials are as follows.

Books, audio books, and magazines = \$ .10 per day per item

DVD's = \$2.00 per day per DVD

CD's and or cassettes =\$1.00 per day per CD and or Cassettes

Playaways, Tablets, Laptops, and eReaders are set by policy #005

The cardholder is responsible for all fines, as well as replacement cost for lost or damaged materials. Library users may not check out items if there is a fine charged to their library card.

## **Renewals and Holds**

Most library materials may be renewed one time. No material may be renewed if there is a hold on it.

No renewals on best sellers and new books. You may renew and place holds at North Chicago Public Library's catalog. Enter your library card # and your pin (last 4 #'s of your card) to log on. Then click on MY ACCOUNT. Books may also be renewed over the phone by calling the library at 847-689-0125.

## **Book Drop**

Books, magazines, and other borrowed material (*except Laptops, Playaways, Tablets, and eReaders see Policy # 005*) may be returned in the book drop.

## **Reserves**

If the book or other item you want is already checked out, you may reserve it if you have a North Chicago Public Library card. You will be notified when the item reserved comes in.

## **Replacement Fees**

Replacement fee for lost or damaged materials is the current retail price. A \$5.00 processing fee will be charged. Replacement fee for lost or damaged materials which are out-of-print is the current average retail price, or the retail price of a similar item. A \$5.00 processing fee will be charged.

### **Other replacement fees:**

Library cards \$1.00 for first time, \$2.00 then after

Book pockets \$1.25

Mylar covers \$2.00

Plastic Book-on-CD case \$7.00

Bar code \$1.00

Plastic DVD and music CD cases \$3.00