

## **Morrison-Talbott Library Circulation Policy**

### **Borrowing Privileges:**

- Morrison-Talbott Library card holders must present a photo ID or their resident/non-resident library card to pick up materials.
- Reciprocal library borrowers must physically present a valid library card from their home library to check out items in person.
- Interlibrary loan, OCLC and SHARE requests are further addressed below.

### **Loan Periods:**

- All items in the circulating collection of the Morrison-Talbott Library check out for 14 days.
- All items shall be carefully inspected for damage prior to loan.
- If an item's due date falls on a day the library is closed, the item's due date will be moved to the next business day.
- All items may be renewed in person, by telephone or by computer in the patron's account accessed through the library's website, up to two additional times for 14 days each time *unless* there are other patron holds on the item.
- If an item is overdue for 30 days, the patron's account will be charged for the replacement cost of the item and borrowing privileges suspended until item is returned or replacement cost is paid.
- Extensions may be granted on Morrison-Talbott Library items at the Director's discretion.
- Items owned by other libraries are subject to the owning library's due dates and policies.

### **Limits:**

- Borrowing limits are determined by the Library Director.
- Borrowing restrictions may be necessary due to a shortage of materials or imposed upon patrons who have a history of consistently damaging or losing items.
- Parents or guardians may limit the number or type of items checked out by their children.
- Morrison-Talbott Library does not limit or filter materials for any patrons.
- The library shall honor borrowing limits imposed on reciprocal borrowers by their home library.

### **Interlibrary Loan (ILL):**

- Morrison-Talbott Library shall be a member of the Illinois Library and Information Network (ILLNET), which governs resource sharing in the state of Illinois.
- The library shall be a member of the Online Computer Library Center (OCLC) for both ILL and catalog records.
- To facilitate the sharing of resources, the library shall be a member of a library system (Illinois Heartland Library System) and a local automation consortium (SHARE).
- The library will both loan and borrow in all formats that it circulates.
- Reference, local history and genealogy collections *may not* be available for ILL.
- The library shall accept ILL requests via all avenues including SHARE and OCLC.
- Written ILL requests from within the state of Illinois will be fulfilled at the discretion of library administration.
- The library shall reserve for 'local request only' all new materials for a period of 60-days from the date of first availability.
- Reciprocal patrons visiting the library in person shall be allowed to borrow new items.
- The library does not charge fees for out-of-state or local ILL loans.
- ILL privileges shall be extended to all patrons in good standing.
- Patrons shall be responsible for any lost or damaged ILL items, as determined by the owning library.

#### **Fines and Fees:**

- The library does not charge late fines, effective 12 March 2020.
- Exceptions may be made to the fine free policy based on administration and board discretion (ie..telescopes, laptops, tablets, Launchpads, Osmo tablets, kits, etc.)
- Patrons with an account balance over \$5.00 may not check out additional items until balance owed is satisfied.

#### **Lost or Damaged Materials:**

- The cost of replacement of any lost or damaged item will be borne by the cardholder under whose name the materials were checked out.
- The cost of replacement for lost or damaged items shall be defined as equivalent to the list price of the item at the time of original purchase by the library.
- Patrons charged with the replacement cost of an item cannot check out additional materials until the item is returned in satisfactory condition or the replacement cost has been paid in full.
- Items purchased by the patron in lieu of payment will not be accepted by the library, nor will the replacement cost be waived.
- If a lost item is found and returned in satisfactory condition within 60 days of payment of the replacement cost, the library may refund to the patron the replacement cost paid. After 60 days, a refund shall not be made.
- No refunds shall be made for amounts paid to other libraries.

- If a patron borrows and damages or fails to return an aggregate value of \$50 or more, material recovery services may be utilized and/or prosecution may be made under 720 ILCS 5/16-1.

**Copyright:**

- The library shall comply with current copyright laws governing both print and digital resources.

**Confidentiality:**

- Morrison-Talbott Library, in accordance with the American Library Association's Code of Ethics and Library Bill of Rights, will keep all records about patron transactions and the identity of registered library patrons confidential. Library materials may only be requested or picked up by someone other than that patron with written permission from the patron. No information will be surrendered unless the library has received a court order for that information and only after the library's legal counsel has been consulted.