

QUINCY PUBLIC LIBRARY LIBRARY MATERIALS POLICY

The standard loan period is 21 working days, with two 21-day renewals. An item may not be renewed if a reserve has been placed on it for another patron. Renewal of overdue items is allowed. There is no limit on the number of standard loan items per card.

HOLDS

Teachers are limited to a maximum of 50 holds, Outreach delivery patrons are limited to 300 holds, and all other patrons are limited to 25 holds.

The following items contain exceptions to the standard loan limit:

- CD: Limited to 10 per card.
- BOCD: Limited to 10 per card.
- DVDS / BLURAY: Limited to 10 per card.
- CD-ROMS: Limited to 10 per card.
- SOFTWARE/GAMES: Limited to 5 per card.
- FISHING POLES: Limited to 1 per card.
- BOOK BASKETS/BAGS: Limited to 1 per card except Teacher profile limited to 5 per card.
- METER READERS: Limited to 1 per card.
- IPADS AND CODING TOYS: Limited to 2 per card. Items are checked out for a period of 1 hour for use inside the Library or for a one week checkout outside of the building.
- REFERENCE MATERIALS: These items are loaned only with special permission from the Director or his designee.
- STREAMING MEDIA PLAYERS/ HOT SPOT: Limited to 1 per card. Loan period is 14 days with no renewals allowed. May not be checked out by anyone under 10.

RETURN OF LIBRARY MATERIALS

Patrons are responsible for returning all borrowed library materials on time, and in clean and undamaged condition. Unless otherwise noted, all materials may be returned directly to the Library or to any off-site library bookdrop.

UNLAWFUL RETENTION OF LIBRARY MATERIALS

The Quincy Public Library will act in accordance with Illinois Compiled Statutes at 720 ILCS 5/16-3C and 5/16-3D, which relate to the protection of library materials. Patrons who have failed to return overdue library materials will be notified. Failure to return overdue materials or pay fines or fees may result in referral to a collection agency or prosecution.

VACATION LOAN POLICY

Patrons leaving town on vacation may, at the time of original checkout, request their materials be charged out for a longer period of time than 21 days. The loan period may not exceed eight (8) weeks. Holiday materials and materials in high demand or with holds on them may not be borrowed for vacation loan. Items with other than standard 21 day loan periods may be extended to the extent of their full loan and renewal period, but may not exceed the item's loan and

renewal period.

LIBRARY FEES

Upon signing the library card application and Cardholder Agreement or Responsibility Statement, the patron agrees to comply with Library policies, accept responsibility for card use and charges incurred, agree they will not lend their card, and will immediately report a lost or stolen card or a change of personal information.

LOST FEES

Patrons will be charged the purchase price of the item if it is no longer suitable for use, plus a \$5.00 processing fee on each item that has attained a status of LOST.

REFUND of LOST FEES

Patrons may receive a refund for the cost of a lost item for an item returned in usable condition as determined by the Collection and Delivery Services Manager within six months of lost payment. No refund will be issued for materials returned after six (6) months. Refunds for lost Interlibrary Loan items will be determined by the lending library. Cash refunds will be given for items valued at \$5.00 or less. Patrons will be issued a check for refunds over \$5.00. Payments made via credit card will be refunded to the original card upon proof of payment.

DAMAGE FEES

Materials that are in unsanitary condition, insect infested, or with major damage cannot be circulated again. These items must be deleted from the collection and destroyed. If library materials are returned in these damaged conditions, patrons will be charged for the items' purchase cost, and a letter will be sent informing them of the charge. A block will also be placed on the patron's card explaining the charges. Patrons will not be allowed to check out further materials until the charges are paid in full or payment arrangements are made. Repeated occurrences of damage to library materials may result in a patron's loss of library privileges.

Materials that are returned with minor damage may be returned to the collection after repair. Patrons will be charged for repairs, and a letter will be sent to them informing them of the charges. A block will be placed on the patron's card explaining the charges.

- a. A fee of \$5.00 will be charged for missing audio/visual cases or those that are returned in an unsanitary condition, insect infested, or damaged and for books returned with minor, repairable damage.
- b. A replacement fee of \$2.00 will be charged for missing barcodes, RFID tags, and call number labels.
- c. A fee of \$5.00 will be charged for missing inserts. Inserts may be defined as maps, DVDs, compact discs, instruction booklets, lyric sheets, chapter lists, CD ROMs, patterns, Interlibrary Loan inserts, etc.

FEE THRESHOLD

Patrons with fees in excess of \$20.00 may not use library services until the total fee amount has

been reduced below \$20.00. This is applicable to all patron types, except where otherwise noted.

Library services are defined as the ability to borrow items, place holds or requests for materials, and use digital and subscription services.

OLD FINES AND FEES

Patrons with fines or fees more than six (6) months old must make a payment each time they wish to use library services even if the fine is less than \$20.00. For fines less than \$1.00, total payment is required. For fines over \$1.00, a minimum payment of \$1.00 at checkout is required.

IDENTITY THEFT

Identity theft is a criminal offense under both Illinois (720 ILCS 5/16G-1, et seq.) and Federal law (18 USCA 1001 et seq.). Persons claiming to be victims of identity theft must provide proof that they have filed a criminal complaint with the appropriate law enforcement agency and complete the ID Theft Affidavit. All charges associated with the person will be waived upon presentation of these documents. A file will be created containing the following documentation: a description of the charges resulting from the use of a library card in their name, proof of correct identity by the claimant, the ID Theft Affidavit, and a copy of the police report or criminal complaint filed by the person. Persons unable to comply with this section shall remain strictly liable for charges resulting from the use of a library card in their name.

CATASTROPHIC EVENTS

If library materials are damaged or destroyed as the result of a catastrophic event (e.g., house fire or flood), the Library has the option of waiving all charges for the repair or replacement of those materials. All waiver decisions are made at the sole discretion of Library administration, and may require verification of the catastrophic event. Patrons experiencing such catastrophic events who have the benefit of insurance are encouraged to reimburse the Library for all repair and replacement costs if such costs are included in any insurance policy proceeds.

BANKRUPTCY

Patron fines for overdue materials will not be waived upon receipt of a Bankruptcy Discharge Order. While Federal law prohibits charging the cost of unreturned materials to those in bankruptcy, the patron will be held responsible for a \$5.00 processing fee for each unreturned item.

DAMAGE TO PERSONAL EQUIPMENT

The Quincy Public Library is not responsible for any malfunctions of or damage to personal electronic equipment, including but not limited to personal computers, stereo systems, televisions, and or gaming systems during the use of audio/visual materials borrowed from the Library.

Quincy Public Library

Board of Trustees

Combined Policy adopted November 9, 2021