COLCHESTER DISTRICT LIBRARY

CIRCULATION POLICY

GENERAL POLICY

The Colchester District Library shall provide tax supported service to all persons residing within the corporate limits of the library district. It shall have as its basic objective the provision of professionally selected materials and information which aid the individual or the group in the pursuit of education, information, recreation, technology and social interests.

Educational service to adults and to children, both as individuals and as members of organizations, is a primary function of this library. Consequently, the library shall pursue an active program of leadership and cooperation with other agencies in encouraging the use of significant material representing all points of view and the preservation of historical resources pertaining to the surrounding area.

In meeting its objectives of providing recreational material, the library shall encourage such use of leisure time as will promote the personal development and well-being of the library patron.

The library seeks to be a social hub for the community. Patrons should feel welcome and comfortable here. Visiting is encouraged. Our facilities are open for public use and enjoyment.

It is the goal of the Colchester District Library that every citizen in every household in the district should have free access to technology and the World Wide Web. That goal necessitates the purchase and maintenance of public access computers and the provision of privacy for their use.

The library's materials budget will be allocated for purposes that support these roles in accordance with established guidelines.

HOURS OF OPERATION

The Colchester District Library maintains consistent, posted hours of service during which all services of the library are available to patrons. Those hours are:

Monday	1:00p.m. - 6:00p.m.
Wednesday	11:00a.m. - 6:00p.m.
Friday	1:00p.m. - 5:00p.m.
Saturday	9:00a.m. - 1:00p.m.

The book drop is available for the return of materials during the hours the library is closed. The book drop is located streetside at the front (south) of the building.

The library will be closed on New Year's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, and Christmas Day.

REGISTRATION-APPLYING FOR A LIBRARY CARD

RESIDENTS

Individuals residing within the jurisdictional boundaries of the City of Colchester, IL, may obtain a library card that is eligible for system-wide borrowing privileges and valid at all Illinois member libraries. Resident cardholders are issued cards that are valid for three years from the date of issuance. Patrons who are in good standing with library policies may have their card renewed by contacting the library.

The applicant must appear in person to fill out the application for a card. Adults wishing to register for a new Colchester District Library card must present a picture ID and one other form of identification that contains the applicant's name and current address. If mail is received at a Post Office box, both the street address and PO box must be on the application. A PO box number alone is not adequate.

It is recommended that each family member age 3 and over have their own card.

Library staff will complete the card, enter it into the computer and mail the card to the new patron within 1 week. A copy of the library circulation policy will accompany the new card.

One item may be checked out at the time of application, and during the interim before the card is received in the mail. After that, the checkout limit is 10 items.

The patron may decide to keep their card at the library or to keep it in their possession.

Privileges are rescinded upon termination of residency in the City of Colchester.

The library will not issue a card to patrons who are known to have overdue obligations at another library in the state of Illinois. Upon the initial request for a card from Colchester District Library, staff will check the computer for 'duplicate user'. If there are fees due to another library, they must be taken care of first. If the applicant has a card from another library that has not expired, we will notify that library to delete the patron so that we can add them.

PROPERTY OWNERS

Individuals residing beyond the jurisdictional boundaries of the Colchester Library District, but who own property within its boundaries may, upon presentation of a tax bill, have one library card for the exclusive use of the individual whose name appears on its face without additional payment. The taxpayer card is good for one year. It can be renewed annually by presenting an up to date and valid tax bill.

RECIPROCAL BORROWING

As a Colchester District Library cardholder, a patron may physically take his or her library card to another library to borrow material. Those materials are the responsibility of that cardholder, and are subject to all fines, rules and regulations of the lending library. Often libraries limit the borrowing privileges of reciprocal borrowers, and it is best to check local rules and procedures before making your selections.

Likewise, individuals presenting a valid card from another public library in Illinois may borrow materials from the Colchester District Library. The card must have the name of the individual presenting it and an expiration date in the future. Reciprocal borrowers may place hold requests and may specify Colchester District Library as the pickup library for their requests. Reciprocal borrowers are entitled to all considerations and services accorded to local patrons, and follow the rules and policies of the Colchester District Library.

CHILDREN

Parents of children 3-16 must sign the child's library card application to show that they accept the responsibility for the juvenile's use of the card. All checkouts by children are the responsibility of the parent. Children under the age of 16 will use the proof of residency provided by their parent. Children 16-18 may choose to provide their own proof of residency, or use that of their parent. Applicants 18 and over should provide their own ID and proof of residency.

NON-RESIDENTS

Individuals residing beyond the jurisdictional boundaries of the Colchester Library District, and not within the boundaries of another public library, and owning no property within the jurisdictional boundaries of the Colchester District Library may purchase a non-resident card for the price of $65.00 per year. This fee entitles the entire family to use the library and is renewed and paid for annually. The non-resident applicant must apply for a card at the closest library to their home. Geographical location is the primary factor in determining an applicant's qualification for a non-resident card.

CARDS FOR KIDS

Each student who attends West Prairie Schools may use the Colchester District Library. Students who do not attend a West Prairie School must present a valid library card from their home library in order to check out materials, or have permission to use the card of a resident of the district (such as a grandparent or sitter).

In accordance with HB 2096 Cards for Kids Act, the library is prohibited from charging non-resident fees for the use of the library by a non-resident who is a student in this district. This provision applies to the student only and not to the other members of their household.

CIRCULATION OF MATERIALS

The following terms of loan are applicable to materials checked out from Colchester District Library:

ITEM	Length of Loan	#Allowed	Renewals*	Age	Drop Box
NEW BOOKS	3 weeks	10	1	any	yes
BOOKS	3 weeks	10	1	any	yes
DVD	3 weeks	2	1	any	yes
CHROMEBOOKS	3 weeks	1	1	must be 18	no

Reference materials-in house use only.

*One renewal allowed as long as no one else has placed a reserve on the item.

VACATION LOAN

Upon request and at the discretion of the library director, vacation loans may be made up to 6 weeks in length. New materials (books and DVDs) are excluded from this privilege.

LOST AND DAMAGED MATERIAL

There will be no charge for replacing a lost library card.

There is no charge for repairable damage to books.

A lost or destroyed item is billed at current market price. (Amazon or eBay) plus $4.00 shipping and handling.

Any item from another library that is currently lost or missing will prevent the patron from ordering any more materials through interlibrary loan until that issue is taken care of.

Patrons may replace a lost or destroyed item as long as it is exactly the same as the original in age, edition, format, etc.

A damaged DVD that can be cleaned and polished back to working quality will be forgiven without charge. If polishing does not restore it, replacement charges will be required as explained above. Damaged DVD cases that require replacement are $1.00.

In addition to the foregoing, in the event that any person's failure to return any book or library materials in undamaged condition is determined to be willful (intentional—without good cause), the Director will inform the patron that they have lost their library privileges and shall exclude such person from further use of the library or any privileges attendant thereto until full restitution to the library has been made.

INTERLIBRARY LOAN

When patrons want material that is not available within the Colchester Library District, we ask other agencies to provide it through Interlibrary Loan. This free service is available to any patron in good standing. Patrons may directly place holds on items from other libraries or have staff members do it for them. Due dates, renewal options and fines are based on those of the Colchester District Library.

When the material arrives at Colchester District Library, a staff member will call the patron who made the request to tell them that their item is available for pickup. If they are not available, a privacy respectful message will be left. Material should be picked up within 7 days or it will be returned to its home library.

Lost or missing interlibrary loan material results in immediate suspension of privileges and blocks any further ordering. Materials borrowed through interlibrary loan that are lost or damaged are charged to the patron according to the policies of the Colchester Library .

CONFIDENTIALITY

The Colchester District Library abides by Illinois Law which states that the records of patron transactions and the identity of registered library patrons is confidential information. The Colchester District Library does not make available the records of patron transactions to any party except in compliance with the law. Colchester District Library does not make available lists of registered library patrons except in compliance with the law.

Library personnel will not be permitted to share any patron information with anyone, including reading preferences, materials checked out, or fines owed. Such comments will be verbally addressed by the Director, and then, if necessary, in writing. Subsequent instances of the breach of confidentiality will be cause for dismissal.