### Circulation and Borrowing Policy

### Sherman Public Library District

#### Registration

The Sherman Public Library District is a tax-supported public library. This means that people residing within the jurisdictional boundaries of the Sherman Public Library District pay taxes to support the library. Those people who live within the jurisdictional boundaries of the Sherman Public Library District need pay no additional fee to be eligible to receive their first library card. Library cards are renewed every 3 (THREE) years without additional fees, provided the library card holder continues to reside within the jurisdictional boundaries of the Sherman Public Library District and is a patron in good standing. Individuals residing beyond the jurisdictional boundaries of the Sherman Public Library District, but owning property within the jurisdictional boundaries of the Sherman Public Library District, may be issued a library card upon presentation of a tax bill bearing their name.

Individuals residing beyond the jurisdictional boundaries of the Sherman Public Library District and not within the boundaries of another public library, and owning no property within the jurisdictional boundaries of the Sherman Public Library District, may purchase a non-resident fee card whose price is determined using the tax-based method. This fee entitles the entire family to use the Sherman Public Library District and all neighboring libraries that are members of the IHLS/SHARE Reciprocal Borrowing Agreement, and is valid for one year.

All borrowers must be registered and must have a valid local or system patron card to borrow library materials.

Patrons must fill out an application form to register for a new library card. The following statement will be printed on the registration form for the patron's information and acceptance:

*I apply for the right to use the Sherman Public Library and agree to comply with all rules and regulations, to pay fines, and to make good any loss or damage to materials charged against this card issued to me.*

Identification is required. A driver's license or student ID is preferred. Other official ID will be considered. In accordance with IHLS rules, the application shall also contain the patron’s birthday and driver’s license number.

Applicants under 12 years of age must have a parent or guardian give their consent on the application form before a new card can be issued. A parent’s driver’s license number shall be applied to the child’s card.

Materials cannot be checked out until a library card is issued.

All resident library cards expire after \_3\_ years. In order to renew a library card, patrons must produce identification and must clear all outstanding fines and bills.

1. **Lost or Forgotten cards**

If a patron loses his/her library card, he should notify the library as soon as possible and request a replacement.

1. **Borrowing Privileges-Eligibility to Borrow**

Individuals presenting valid borrower’s cards issued by the Sherman Public Library District, or another IHLS library are eligible to borrow materials from the Sherman Public Library District when the following conditions are met:

1. No materials, which are more than one circulation period, are overdue on their card.
2. No outstanding fines in aggregate excess of $5.00 have accrued to their card.
3. No materials borrowed for them from another library are overdue in any amount.

The library staff may not waive these regulations without the specific permission of the library director.

Individuals presenting a valid card from another public library in Illinois may borrow materials from the Sherman Public Library District. The card must have the name of the individual presenting it, and an expiration date in the future. The card must be either a resident borrower’s card or a system borrower’s card to be valid for reciprocal borrowing. A phone call will be made to the patron’s home library to ensure the patron is in good standing.

**D. Loan periods**

1. 2 weeks for books. Generally, reference books do not circulate. Upon request, some reference materials may be checked out overnight.
2. Interlibrary loans are due the date indicated by the lending library. Renewal is possible with permission from the lending library and if there are no outstanding requests.
3. Books may be renewed once if there is not a waiting list for the title. Books in the New Fiction collection may not be renewed.
4. 2 weeks for audiobooks, in any format. One renewal if there is no waiting list.
5. 7 days for DVDs with 1 renewal if there is no waiting list. New DVDs will circulate for 2 days with no renewal. 14 days for multi-part DVDs, with one renewal if there is no waiting list.
6. 14 days for Videogames. One renewal if there is no waiting list.
7. 14 days for Mobile Hotspots. No renewals.
8. 14 days for Playaway Launchpads. No renewals.

The director may establish the loan period for special collections, materials which are temporarily in great demand, such as for student projects, or materials added to the collection which are in a new format, e.g., computer software.

#### E. Reserves (Holds)

Reserves may be placed by patrons either in person, over the phone, by email, or online. Patrons will be notified by telephone, text message, or e-mail when the materials are available. There is no charge to the patron for placing a reserve or for interlibrary loan services. Mobile Hotspots are not available for hold requests, but will be made available on a first come basis. Items on the “Hold” cart/shelf will be held for seven (7) days and then returned to the lending library. Additionally:

* Only the patron who requested the material can pick up and check it out.
* The material must only be checked out on the card used at the time of request.
* A patron may sign a “Holds Consent” form designating another person to pick up materials he has requested on his behalf. This form must be on file with the library card application. The librarian may also contact the requesting patron for authorization to release “Hold” material to another person.

#### F. Fines and charges

A 4 day grace period is extended for overdue materials with the exception of the New DVD collection. After that period, fines will be charged at the rate of 5 cents per item per day, accruing from the first overdue date. Fines for overdue items from the NEW DVD, Mobile Hotspot, and Playaway Launchpad collections will accrue at $1 per item per day.

Three overdue notices will be sent after the material is due. The third notice is sent 30 days after an item falls into the overdue list. Any item more than 30 days overdue is considered Lost and a bill will be sent for the material with the cost of replacement of the material and a service charge for processing, cataloging and postage. Patrons who have been sent an overdue notice shall be denied borrowing privileges until those overdue materials are returned or paid for if lost and/or damaged.

#### G. Damaged materials

#### If materials are damaged so as to be judged by the library as being unsuitable for the collection, the patron must pay the replacement cost. A notice of these charges will be sent to the borrower; a sample of the notice follows:

Dear\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

At the time a library patron borrows materials from the public library collection, the patron assumes the responsibility for the care and timely return of the materials. Recently materials checked out on your library card were returned to the library damaged beyond the point of being usable in the Library's collection. The titles and costs of these materials are listed below:

---------------------------------- $---------

Your assistance in clearing this matter promptly will be appreciated and will be necessary in order to retain your borrowing privileges.

Thank you in advance for your prompt response to this matter.

Sincerely,

#### A patron may keep any material once he has paid replacement fees. Lost materials are replaced at the discretion of the library director.

**Reviewed and approved December 13, 2017**

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**Julia, Horton, President Elizabeth Huebner, Secretary**