

CIRCULATION & SERVICE POLICY

LIBRARY CARDS

1. Patrons need to have a signed library card on file before borrowing materials.
2. In order to obtain a library card, two pieces of identification with the patron's local address must be shown.
3. Identification with local address includes the following: driver's license, checkbook with name and address, utility or other bill addressed to patron, any state or federal document with patron's name and address.
4. By signature on the library card, the patron agrees he/she has read and agrees to abide by the rules of the library as stated.
5. Children under the age of 18 must have a library card signed by their parent or guardian with their local mailing address verified above. Parents must sign the child's library card stating they will abide by the rules of the library.
6. Because of the size of the library, there are no temporary cards issued. (Visitors may borrow materials through the permanent resident they are visiting.)

BORROWING TERMS

1. New borrowers to this library are limited to 6 items per family member per visit for the first month.
2. Total number of materials checked out at any one time for any patron who is in good standing is 30.
3. Children unaccompanied by parent or guardian are limited to 2 items.
4. Videos, Reference, music CDs and magazines have a loan period of 1 week. All other items have a loan period of 3 weeks. Renewals are allowed except on items with holds.
5. Unbarcoded paperbacks may be exchanged on a 1/1 basis: bring one in – take one out, or simply returned borrowed books in 3 weeks.
6. Any other books without date due slips are non-circulating materials and must be used in the library.

OVERDUE BOOKS and FINES

1. Any patron with 1 or more overdue (or damaged) books will have his/her library card suspended until the overdue books are either returned or paid for. Elgin Public Library patrons are expected to be good neighbors to one another and return books on time so that others may use and enjoy them.
2. If a patron has any item(s) overdue, the patron shall first be sent a reminder after the item is overdue by 3 days. If items are still overdue, a second notice will be sent at 10 days overdue. If items continue to be overdue, a billing letter will be either sent through the mail or emailed out. (See appendix A or the policy) There is a one-day grace period, after day one overdue fees will begin to accrue at the rate of \$0.20 per working day per item with a limit of \$5.00 per item. Lost or damaged items: replacement cost, plus \$5.00 processing fee. Charges for deliberate damage to library materials will be determined by library staff within established guidelines.
3. Three occurrences of billing notices sent will result in the patron being placed on a probationary borrowing period of 6 months with a limit of 1 item to be borrowed at one checkout time.
4. If the patron continues to need reminding, the patron will lose all privileges for 6 months.
5. Any parent whose child (or children) have 1 or more books overdue (or damaged) will have his/her library card suspended until the child's (or children's) materials are either returned or paid for and the flat fee is paid, if necessary.

Bar codes

A fee of \$1.00 will be charged for the removal of or damage to bar codes on library materials. A patron's library card will be suspended until this fee is paid.

COMPUTER USAGE

1. Patrons need to check in at the circulation desk before using any computer.
2. Although a library card is not required to use the computers, a library card must be in good standing before a computer may be used.
3. If a patron is on a computer at the end of a half hour, and it is not reserved the patron may keep using the computer until it is requested.
4. There may be no more than two people at one computer station. (Space is limited!)
5. Keep the volume off. Patrons may purchase Earbuds for personal use from the library for \$1.50.
6. The Library requests that all patrons use discretion and good judgment in utilizing this public service.
7. The charge for printing and/or copying is \$0.20 for black and white, \$0.50 for color, and \$1.00 per sheet to send or receive a fax.

INTERLIBRARY LOAN

1. Patrons who are regular borrowers in good standing may request Interlibrary Loan books. New patrons who have been borrowers for 1-3 months, or patrons with a habitual overdue record, may request Interlibrary Loan books for use in the library only.
2. If the Interlibrary Loan comes from the Courier area there is no charge for the book. If the Interlibrary Loan come from outside the Courier area, there may be a postage return fee due.
3. Renewals on Interlibrary Loan books will be at the discretion of the lending library.
4. Interlibrary Loan books must be returned to Elgin Public Library at the time requested, before the date due at the loaning library.
5. Elgin Public Library must keep a good record of returns so that it may keep the privilege of Interlibrary Loans.

MEMORIAL BOOKS, GIFTS, DONATIONS

1. Memorial books may be given to the Library in memory of a loved one. (Patrons need to check with the Librarian before donating a book.)
2. Money may be given to the Library in memory of a loved one with suggestions for use or for the Librarian to choose a book.
3. A special Memorial Notice will be inserted into the Memorial book with the name of the person to be remembered.
4. The Library accepts gifts of books, pamphlets, periodicals, recordings, videos, and audio books with the understanding they will be added to the library's collection as needed at the discretion of the Librarian according to the selection policy.
5. Books that are not made a part of the collection may be sold. Those donating materials should be aware of this option.
6. Gift books with strings attached, e.g; housed in a special manner, restricted circulation, etc; will normally not be accepted.

COPIER/FAX USAGE

The copier is available for public use at the rate of \$0.20 per side of a back-to-back sheet. Color copies are \$0.50 per page, no matter the amount of color on a sheet. The charge for faxing is \$1.00 per page regardless of sending or receiving.

PHONE USAGE

The library phone is designated for library business only unless a patron has an emergency.

MEETING SPACE

Elgin Public Library is only available for meetings of the public during its regularly scheduled hours.

ACCESSIBILITY ACCESS

1. The Library is committed to making all spaces welcoming, safe, and accessible while incorporating safe practices into our public and staff spaces.

BUILDING ACCESS

1. Accessible parking spot on Division St.
2. Division St. ramp into main entrance.
3. Service Dogs welcome.

Wide aisles for wheelchair, walker, or stroller access. Wheelchair-accessible restroom.
Sit down computer stations.
High-contrast signage for people with low vision.

ENJOY THE LIBRARY!

1. Because we want you to enjoy your time here, and find the information needed, please ask for help when you need it.
2. Let us know if the library does not have the book or service you want.
3. Help us maintain our fine library by being careful of our materials, by not bringing food or drink in the library, and by being courteous to other patrons!

PATRON PRIVACY POLICIES AND THE LAW

<https://www.ala.org/advocacy/privacy/toolkit/corevalues>

PATRON CONDUCT POLICY

The Patron Conduct Policy is designed to maintain a safe and welcoming environment for learning and other Library activities. Failure to comply with the Library's established rules and policies could result in expulsion from the Library and revocation of Library privileges. The enumerated rules listed below are not intended to be a complete list of violations, but are intended for guidance only. Library personnel reserve the right to take appropriate action against any other behavior which can reasonably be deemed to be offensive to Library patrons or staff.

The following are NOT allowed at the Elgin Public Library:

1. Engaging in any activity prohibited by law.
2. Engaging in conduct that disrupts or interferes with normal operation of the Library or Library employees in the performance of their duties.
3. Harassing or threatening behavior.
4. Using obscene or abusive language or gestures.
5. Unnecessary noise that disturbs other patrons or staff.
6. Sexual misconduct such as exposure, shadowing, or intimidating behavior.
7. Activities or behavior that may result in injury or harm to any Library patron or staff member, including challenging another person to fight or engage in any fight.
8. Smoking, using alcohol or illegal drugs.

9. Eating, drinking or displaying open food containers, except in areas designated for those purposes and/or when served with prior approval of the Library.
10. Sleeping.
11. Patrons with hygiene conditions, including, but not limited to, clothing odor, body odor, or other conditions that interfere with the use and enjoyment of the Library by other Library patrons or with the functioning of Library staff.
12. Making unreasonable use of the restrooms, including laundering clothes and bathing.
13. Soliciting, petitioning, or canvassing.
14. Bringing in an animal unless it is assisting a person with a disability.
15. Damaging, defacing, or misusing any Library materials or property. This includes disabling Library equipment, changing the hardware or software or settings on a Library computer, or using a Library computer for a purpose other than that designated by the Library.
16. Excessive personal items, bicycles, shopping carts, or other large wheeled conveyances are not permitted inside the Library building. Wheelchairs and strollers are only permitted if being used for the transport of an adult or child. Skates, skateboards, and collapsible scooters must be carried while on Library premises.
17. Monopolizing Library space, seating, tables, stairways, or equipment to the exclusion of other patrons or staff, or obstructing materials, aisles, or doorways with personal belongings.

PLEASE BE AWARE THAT:

1. The Library is not responsible for children who are left unattended on Library premises. Children ages 7 and younger must be supervised by a caregiver who is age 16 or older. The behavior of children is the responsibility of the caregiver whether present or not.
2. The Library is not responsible for personal items that are lost, stolen, or damaged on Library premises.
3. Library staff can inspect any of your property when you come in or leave.
4. You must wear clothing and shoes in the Library.
5. Some items in the Library cannot be copied because of copyright laws, poor condition, or donor restrictions.
6. Certain Library spaces may have additional restrictions.