

CIRCULATION POLICY - FEES AND FINES

The Steger-South Chicago Heights Public Library has established, in addition to the schedule for lost or damaged items, the following schedule of fines for overdue materials as well as fees for other services provided by the SSCH Public Library.

OVERDUE MATERIALS

Books and Magazines: 10 cents per day, not to exceed the cost of the item
Video Games, DVDs, Blu Rays: \$2.00 per day, not to exceed the cost of the item
Other items: \$2.00 per day, not to exceed the cost of the item

Patrons with responsibility for material in any format which is more than six weeks overdue are also responsible for any and all collection and/or court cost incurred by the library in its efforts to secure the return of the material.

Fees

Copies: 10 cents per page for Black and White, 25 cents per page for color. If enlargement or reduction is required by the patron, the per page fee applies to each step in that process. Enlargement and reduction is not an exact science and may take several pages.

Fax/transmission: \$1.00 per page + \$1.00 service charge. Faxes are sent only within the continental United States. A library cover page must accompany all faxes.

Fax/receipt: 10 cents per page. The SSCH Public Library assumes no responsibility of notification of the receipt of a fax for an individual. The fax will be held by the library for one week and then discarded if not picked up. No effort to notify the individual of the arrival of the fax will be made.

Computer printouts: 10 cents per page for black and white copies, and 25 cents for color copies. This fee applies to all material printed by library printers including, but not limited to, Internet downloads, CD-ROM product information, personal work, and graphics.

Computer/Internet usage: \$2.00 per hour for non-resident library card holders and for patrons without a library card. Computer time will not be prorated.

Adopted: September 2002

Revised: April 2008

Revised: May 2011

Revised: July 2014

Revised: February 2016

CIRCULATION POLICY - INTERLIBRARY LOAN

When patrons want material that is not available within the SSCH Public Library, we ask other agencies to provide it. This is the process of interlibrary loan. Materials borrowed through interlibrary loan have a circulation period that is determined by the SSCH Public Library. We are happy to borrow materials from other libraries for you, but we ask that you respect the date by which those materials must be returned to their home

libraries. When the SSCH Public Library is lax in returning materials borrowed through interlibrary loan, the library can lose the privilege of borrowing materials in that way for any of its patrons. It is crucial, therefore, that materials borrowed through interlibrary loan be returned in a timely manner. Habitual failure to do so may result in individual loss of the privilege in order to preserve the privilege for other library patrons. When picking up an interlibrary loan the patron must have the card the loan was placed on. They cannot use another card for pick up.

Patron Notification of Interlibrary Loan

When materials arrive patrons are notified by telephone, email or text. Please provide the Library with the information, and update the information with the Library when there are any changes.

Lost or Damaged Material

All charges for lost or damaged materials are set by the lending library. The patron is responsible for these charges plus the \$5.00 processing set by the library system.

Materials Loaned:

Books, magazines, compact discs, kits, audiobooks, DVD's, Blu Rays

Materials Restricted for ILL:

Newspapers, current (3 months) books, audiobooks, compact discs, popular movies and children's movies, video games, specialty items (Ukulele kit, record player, digital camera etc.)

Adopted: September 2002

Revised: May 2011

Revised: February 2016

Circulation Policy - Length of Loans

The SSCH Public Library circulates materials in a variety of formats including (but not limited to) books, videos, DVDs, magazines, Blu Rays. The following terms of loan are applicable as indicated:

Books, Audio-Books, and CD's	2 weeks
Magazines and CD's	2 weeks
Adult DVD's (New) - Popular	3 days (no charge)
Adult DVD's (Older than 3 months)	7 days (no charge)
Juvenile DVD's (New)	3 days (no charge)
Juvenile DVD's (Older than 3 months)	7 days (no charge)

DVD—Non-Fiction	2 weeks (no charge)
Video Games (New)	3 days (no charge)
Video Games (Older than 3 months)	7 days (no charge)
Other Specialty Items	As Assigned

The Steger-South Chicago Heights Public Library also offers a longer loan period of 21 days for patrons that take extended vacations. Resources that are ineligible for this service are brand new books and new popular adult or juvenile DVD's or new video games. Or, other items as decided by the Director.

Supporting the educational advancement of the children of the Steger-South Chicago Heights communities is at the heart of the mission of the library, and in order to insure that all the children have access to materials when needed; the staff may limit the number of materials a household may check out depending on school assignments and seasonal materials.

Most items may be renewed in person, over the Internet, or over the phone provided that there are no holds on the item and that the patron's card is in good standing.

Adopted: September 2002

Revised: July 2008

Revised: May 2011

Revised: July 2014

Revised: February 2016

CIRCULATION POLICY - LOST AND/OR DAMAGED MATERIALS

Materials borrowed via any mechanism are the responsibility of the library patron. Replacement cost (original purchase price) is the responsibility of any patron who borrows and loses any library material. In the case of children under the age of 18, it is the signing adults' responsibility to pay for lost or damaged items in accordance with the following schedule of terms:

1. Replacement cost of any item which is lost or damaged beyond repair.
2. Materials borrowed through interlibrary loan, which are lost or damaged, are charged to the patron according to the bill provided by the lending agency.
3. If lost materials are found, patrons are reimbursed for the replacement cost, excluding overdue fines.
4. Patrons will be charged a fee for any damaged or lost packaging.
5. Patrons will be charged for postage if overdue notices are sent by the library.

6. The RAILS Library System charges a \$5.00 processing fee for all lost, billed or replacement items which cannot be waived by the library.
7. The library will accept billed, replaced or lost items up to 30 days with a receipt minus the \$5.00 RAILS processing fee.

Adopted: September 2002

Reviewed: May 2011

Revised: April 2013

Reviewed: February 2016

CIRCULATION POLICY- RESERVES

Patrons may reserve materials, which are not immediately available for patron use, but are in the collection of the SSCH Public Library. When the reserved materials are available to the patron who has placed the reserve, the library will notify the patron. The specific title of the material will not be stated to anyone other than the library patron who placed the reserve. If the patron is not available a message will be left. The material will be held for the patron for a period of one week. If additional patrons are waiting for the material, the next patron on the list will be notified of the availability of the item, and the same procedure will be followed. If no additional patrons are waiting for the material, the material will be placed back into general circulation. Relay of the message to the appropriate person in the household, and prompt retrieval of the material, are the responsibilities of the patron.

Adopted: September 2002

Reviewed and Updated February 2009

Revised: May 2011

Reviewed: February 2016