

SILVIS PUBLIC LIBRARY

Circulation Policy

(Approved Silvis Board Meeting 12/12/2016)

Revised 2/23/17

Hours of Operation

Monday - Thursday 9:00 AM - 8 PM

Friday & Saturday 9:00 AM - 5 PM

Closed Sundays

Days Closed: New Year's Eve Day, New Year's Day, President's Day, Memorial Day, Fourth of July, Labor Day, Veteran's Day, Thanksgiving, Christmas Eve Day and Christmas Day, Other days as approved by the Board.

Library Cards

There is no charge for an initial or a renewal library card for Silvis residents or contract patrons of the Rock River Library District. Our Rock River Library District contract area includes Barstow, Carbon Cliff and other small areas.

Applications are available to Silvis residents (minimum 3 years of age) and contract patrons of the Rock River Library District. Anyone that owns a building or property within the Silvis city limits or the Rock River Library District and *does not live within a served library area* may also apply for a card. They must bring in a copy of property taxes for Silvis Property. Card will be made, but with an expiration date for one year of usage. Card will need to be renewed every year.

A government-issued photo ID and one piece of mail showing the applicant's current address are needed to apply for a card. Listed below are examples of the type of mail needed:

- Lease agreement
- Utility bill
- Telephone or cell phone statement
- Tuition statement
- Pay stub

At the time of application, one print item may be checked out. Electronic items such as DVD's and Books on CD (BOCD's) cannot be checked out at this time.

The staff has the right to refuse to check out an item if the patron is using another person's card. The replacement fee for lost, stolen, or damaged cards is \$3.00.

Item Circulation

<u>Item</u>	<u>Check Out Period</u>	<u>Renewals Allowed</u>
Books	3 Weeks	Yes
New Books	3 Weeks	Yes
DVD's - Check Out Limit = 3	3 Weeks	Yes
New DVD's Check Out Limit = 3 Checkout Fee = \$1.00	1 Week	No
DVD's - Series Check Out Limit = 1	3 Weeks	Yes
New DVD's - Series Check Out Limit = 1 Checkout Fee = \$1.00	1 Week	No
Books on CD	3 Weeks	Yes
Video Games	3 Weeks	No
Magazines	1 Week	Yes

Check out of DVD's and DVD's-Series are limited to 4 items with 1 DVD NEW and 1 DVD – Series NEW allowed.

Most items can be renewed one time, unless:

- The item is on Hold for another patron.
- The patron's card has fines exceeding \$5.00.
- There are no renewals left on the item and the item is NOT ours.

Patrons can renew items at the circulation desk, over the telephone, or by using our online catalog.

Holds

A patron can place a hold at the circulation desk, over the phone, or through our online catalog at: <http://search.prairiecat.info/>

Our online catalog can also be accessed through our website at: www.silvislibrary.org (click on the catalog tab).

An item will be unavailable for hold if:

- The Patron is a Reciprocal Borrower.
- The Patron has 5 or more overdue items.
- The Patron's card has fines exceeding \$5.00.

The Library reserves the right to limit Holds to 10 items of a particular format per week to a single individual patron.

Overdue Fees

Returning books on time and keeping track of overdue fines are the responsibility of the patron. Fines on overdue books is .10 per day. Fines on overdue DVD's and BOCD's are \$1.00 per day.

Copies

Copies made from an original document using the library printer.

- \$0.15 a page (Black & White)
- \$0.25 a page (Color)

Faxes

Sending - \$2.00 for the first sheet, and \$1.00 for each additional page. Staff will be free of charge (within reason), Board Members will be ½ price.

Receiving - \$1.00 for each page

International faxing is not allowed.

Scanning

Scan and send documents to an email address or flash drive provided by the patron.

Fee is \$2.00 for the first 20 pages.

Book Sale

- The Silvis Public Library holds a year-round book sale.
- This sale includes donations and items deleted from our collection.
- Unproofed/unedited books are NOT allowed on book sale.

E-Commerce

Patrons can pay their late fees, lost/damaged item charges, and make donations through their account on the PrairieCAT Encore catalog website with a VISA or Master Card.

- Go to our online catalog at: <http://search.prairiecat.info/>
- Click on Login in the upper right hand corner.
- Enter your Library card number and PIN.
- Click on your name to go to your profile.
- Click on Fines/Fees to see your charges.
- Click on the Pay Online button and follow the prompts to pay with a credit card.

Program Room Use

- A member of the group must fill out a request form to use the Program Room. One member of the group must have a Silvis library card in good standing. If a schedule of several meetings is set up in advance, one form can cover all the scheduled meetings.
- The Library Director reserves the right to refuse any group the use of the Program Room. Use of the Program Room does not constitute library endorsement of the beliefs or ideas expressed by organizations or individuals using the space. Groups using the

Program Room should not publicize the event in a manner that suggests Library sponsorship or affiliation.

- Use of the Program Room for Board meetings or library functions takes precedence.
- May be used by civic, cultural, and educational organizations for meetings. Political events/meetings, events where products or services are sold, or events charging admission are not allowed.
- Used only on days or evenings when the library is open for business or at other times by special arrangement. Meetings must end 15 minutes before closing time.
- Will be used for meetings only - not for parties, receptions, dinners, etc.
- Users must provide all their own supplies including paper products, kitchen utensils, coffee, etc. Light refreshments may be served.
- No liquor or smoking allowed.
- Program Room must be left in a clean, orderly condition.

Confidentiality of Library Records

Patrons must show a library card or picture ID to get information about their own records. Parents must have the child's card to get information about a child's record.

No one will be given access to another patron's registration or circulation records. (ILL. Rev. Stat., Ch.81, pars. 1201. 1202) No registration or circulation information will be given over the telephone.