

# SILVIS PUBLIC LIBRARY

## Circulation Policy

(Approved Silvis Board Meeting 10/15/2018)

### 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. The 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 DVDs and Books on CD (BOCDs) 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.

Silvis Library cardholders may check out print materials (no DVDs, BOCDs or CDs) without their library card in-hand if they can show a government issued picture ID. We do not allow check-outs without a library card for patrons with a card issued from a library other than Silvis.

## Item Circulation

<u>Item</u>	<u>Check Out Period</u>	<u>Renewals Allowed</u>
Books	3 Weeks	Yes
New Books	3 Weeks	Yes
DVDs - Check Out Limit = 3	3 Weeks	Yes
New DVDs Check Out Limit = 3 Checkout Fee = \$1.00	1 Week	No
DVDs - Series Check Out Limit = 1	3 Weeks	Yes
New DVDs - 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 DVDs and DVD-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](http://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 has the right to limit Holds to 10 items of a particular format per week to a single individual patron.

### **Interlibrary Loan Requests**

An interlibrary loan is an item borrowed from outside of our library system. Silvis patrons in good standing may use this service. Patrons from other libraries must use their home library to request interlibrary loans. Patrons can make requests over the phone or in-person.

The checkout period is at the discretion of the lending library. If a patron would like to renew an interlibrary loan, circulation staff must contact the lending library to ask for a renewal. Lending libraries have the right to refuse to fulfill a loan request, it is not guaranteed that we will be able to get an item. Patrons will be notified if an item is not available for loan.

### **Damaged/Lost Materials**

The Silvis Library charges replacement costs to items returned with damage that is assessed by staff to be beyond repair. If materials appear damaged at the time of check out, library staff will note the damage in the item. It is highly recommended that patrons point out suspected damage to library staff at time of check-out.

Borrowers are responsible for the replacement costs of damaged or lost items.

The Silvis Library does not accept replacement copies for lost or damaged items.

Patrons are not charged for normal wear and tear on library materials. Examples of damage that requires the withdrawal of materials and a replacement fee:

- Wet, moldy, or liquid-damaged materials
- Books damaged by food or drink stains, oily, or sticky residue
- Books missing pages or covers
- Chew marks
- Excessive marking by pencil, pen, marker
- Pages stuck together, ripped, or torn
- Broken/cracked discs on DVDs, CDs, or BOCs

### **Partially Returned Materials**

Items will not be checked in if part of the material is missing (CDs, DVDs, booklets, instructions, patterns, etc.) The item will remain checked out to the patron (and may accrue fines) until all parts of the item are returned.

### **Returns**

The Silvis Library will accept return materials from all PrairieCat libraries. Materials may be returned in the drive-up book drop or the circulation desk book drop.

### **Fines**

Returning books on time and keeping track of overdue fines are the responsibility of the patron.

Fines on overdue books and audiobooks is .10 per day.

Fines on overdue DVDs are \$1.00 per day.

Damaged or Missing Barcode \$3.00

### **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**

Scanning to a flash drive or email address is FREE.

### **Laminating**

Full sheet lamination \$1.00

Half-sheet or ID card \$0.50

### **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.

### **Donations of Materials**

The library accepts donations of materials that are in good condition to be used in our collection or in the library book sale. Items that cannot be accepted:

- Encyclopedias and textbooks
- Condensed Editions
- Magazines more than a year old
- Newspapers
- VHS tapes, cassette tapes
- Materials with missing parts
- Anything moldy, mildewed, insect-damaged

Patrons are limited to two grocery bags of material donations at a time.

### **E-Commerce/Credit Card Payments**

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.

### **Reference Policy**

Reference service is given in a friendly and efficient manner to anyone who telephones or comes into the library. The staff helps the individual find information within a reasonable time frame. Staff does not give advice, opinions, or interpret information. The library does not check out reference materials.

### **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. Use of the program room implies that all meetings are open to the general public and may not be limited to the group or organization's members or specific individuals.
- 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 in-hand 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.

Approved 12/11/2017 Approved 12/12/2016
--