

CIRCULATION POLICY - FINES AND FEES

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: N/A

DVDs, Blu-Rays, and Video Games: \$1.00 per day, not to exceed the cost of the item

Cardholders who owe \$10.00 or more in fines or charges for lost or damaged items will have their cards blocked from use. Unpaid bills for lost or damaged items may be sent to a collection agency.

Fees

Copies: 10 cents per page for Black and White, 25 cents per page for Color.

Fax/transmission: \$1.00 per page. 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.

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.

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

Revised: June 2020

Revised: January 2021

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, DVDs, Blu-Rays

Materials Restricted for ILL:

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

Adopted: September 2002

Revised: May 2011

Revised: February 2016

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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 CDs	2 weeks 3 Weeks
Magazines and CDs	2 weeks 3 Weeks
Adult DVDs (New) - Popular	3 days (no charge)
Adult DVDs (Older than 3 months)	7 days (no charge)
Juvenile DVDs (New)	3 days
Juvenile DVDs (Older than 3 months)	7 days
DVD—Non-Fiction	2 weeks
Video Games (New)	3 days
Video Games (Older than 3 months)	7 days
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 ineligible for this service include brand new books and new popular adult or juvenile DVDs, new video games, and any 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.

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Revised: July 2014

Revised: February 2016

Reviewed: February 2020

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.

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Reviewed: May 2011

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Reviewed: February 2016

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CIRCULATION POLICY - PRIVACY

The registration and circulation records of the SSCH Public Library District are confidential information. Except pursuant to court order, no person shall publish or make any information contained in such records available to the public. The District may publish or make available to the public reasonable, statistical reports regarding library registration and book circulation where those reports are presented so that no individual is identified therein.

Adopted: June 18, 2020