

CIRCULATION POLICIES

1. LIBRARY CARD POLICIES

A. RESIDENT CARDS

Residents of corporate Wheaton with their permanent residence within the legal boundaries of the City of Wheaton are eligible to receive library cards from the Wheaton Public Library (WPL). A library card will be issued after the resident has completed the application and presented the proper identification to prove residency. WPL requires two forms of identification with name and current Wheaton address. Any of the following forms of current identification, print or electronic, may be used to show residency for the purposes of obtaining a library card. Additional documents, not listed here, may be acceptable upon review by staff. A parent or guardian must be present and sign for the library card of a minor who is under 18 years of age. Resident cards are valid for 3 years. The library card is the property of WPL.

ACCEPTABLE FORMS OF ID

Driver's License

Checkbook from a bank

State ID

Current Utility Bill (within 60 days)

Lease

Bill of Sale/Contract for home

Automobile Registration

Mail with recent postmark (within 60 days)

B. WHEATON COLLEGE STUDENT CARDS

Wheaton College students are eligible to receive a WPL card. Wheaton College students must present current student I.D. The card will be issued for one year.

C. WHEATON PROPERTY OWNER CARDS

A non-resident who is an individual or is a partner, principal stockholder, or other joint owner who owns taxable property in corporate Wheaton is eligible to receive a WPL card. A Wheaton property owner must present a copy of their most recent real estate bill for the taxable property and fill out a property owner taxpayer application. Property owner cards are valid for 1 year. Only one card will be issued to a property owner whose name appears on the tax bill and the library card is the property of WPL.

D. NON-RESIDENT CARDS

A non-resident is defined as a property owner or renter who resides in an area that is not taxed for public library service. A non-resident can purchase a WPL card and will be charged a fee that is determined by state formula. A non-resident must present their most recent

tax bill upon application for a non-resident card and the property owner or renter will pay the same amount for the library card as would be paid if the property were within the WPL service area. Non-resident library cards are valid for 1 year from date of purchase. Non-residents must purchase their non-resident library cards at the public library that is within their high school district.

E. TEMPORARY RESIDENCY CARDS

A temporary resident living in the City of Wheaton for a minimum of thirty consecutive days will be issued a temporary WPL card with an appropriate expiration date. Proof of residency must be provided. Proof of permanent address will be required. A fee of \$25.00 will be charged for every 30 day period. The Circulation Services Department Head and Library Director will make the final approval if a temporary resident needs an extension.

F. BUSINESS CARDS

Business library cards are intended to support a Wheaton business. The business library card can be used to check out all library materials and gives remote access to the WPL databases. The owner or chief executive officer of the business will need to present a letter on organizational letterhead requesting a business card and sign a Business Library Card Contract. The business owner or chief executive officer is responsible for items checked out on the business library card. Only one business library card per business will be issued. The card must be presented at time of checkout. The business card is valid for one year. The business is liable and financially responsible for all transactions charged to the business library card it has authorized, including, but not limited to charges for overdue, lost or damaged materials.

G. STAFF LIBRARY CARDS

Employees of the WPL who do not live in the City of Wheaton will be issued a courtesy WPL card upon employment. It cannot be used for reciprocal borrowing purposes.

H. RECIPROCAL BORROWER

WPL will extend reciprocal borrowing privileges to patrons of any library that extends privileges to cardholders of WPL. Individuals presenting a valid card from another public library in Illinois may borrow items from WPL, provided that their privileges in their home library are not suspended for any reason. Items checked out from WPL are the responsibility of the borrower and are subject to all the fines, rules and regulations of the WPL. Reciprocal borrowers cannot place holds on any WPL material, download electronic material or access databases remotely.

I. LIBRARY CARD USE

The WPL may refuse use of a WPL card to anyone except the individual to whom the card has been issued.

Minors under the age of 18 will be allowed to checkout any item the library offers.

WPL cardholders and reciprocal borrowers must present their library card when checking out items. In the event that the cardholder does not have their library card they will be required to show a driver's license or other type of government photo I.D. Minors will be asked for their address, phone number and guardian's name.

Quantity restrictions may apply to some items.

Cardholders are responsible for any items checked out on their library card, including fines and replacement costs for damaged or lost items.

A lost or stolen library card must be reported to the library immediately to prevent unauthorized use. The patron is responsible for all items checked out on a lost, stolen or loaned card, along with any fines, fees, or damages incurred until the library has been notified of the loss. Replacement library card fee is \$3.00.

One acceptable item with current Wheaton address is needed to renew a WPL card.

Library cards with fines, lost, missing or damaged items must be resolved before a new or renewed card will be issued.

Suspension of privileges will occur if the patron has:

- Unpaid overdue fines that total \$20.00 or more
- Delinquency of items of more than 21 days
- Violation of library policy
- Defacing of property

The library reserves the right to enforce its policies through criminal prosecution and civil actions.

A WPL cardholder in good standing may use his or her WPL card at other libraries to borrow items but is subject to the lending rules and policies of the other libraries. This is called reciprocal borrowing.

2. SCHOOL SERVICES

A. TEACHER LIBRARY CARD SERVICE

WPL provides library service to teachers and authorized school personnel in the City of Wheaton or District 200 school boundaries by providing a special teacher library card service. This service includes public, private and parochial schools. While this service is called a "TEACHER LIBRARY CARD" in reality it is a database record that is created in the WPL

circulation database and users will have to show proper I.D. before any material can be checked out.

The following rules for this service are outlined below.

- a. The teacher library card service will be available to certified teachers in a public, private or parochial school located within the City of Wheaton or District 200 school boundaries. This service will not be provided to college/university students enrolled in a teaching degree program.
- b. School Principals will submit a list of authorized teachers to WPL annually. Library cards will be issued yearly and expire on August 31 of each year. Teachers who have outstanding lost or damaged materials on their record will not be allowed to receive a new card. The teacher library card service is exempt from overdue fines. If lost or damaged materials are not paid, the teacher library card service will be suspended until payment is received or the material returned. Responsibility for any lost or damaged material will rest with the school.
- c. Materials checked out using the teacher library card service must be for classroom use and not for personal borrowing. The number of items checked out from certain subject areas may be limited due to high demand. WPL will provide a School Book Bag service for the aforementioned teachers. Authorized users may check out classroom material in person at the library by showing appropriate I.D.

B. HOME SCHOOL SERVICES

Recognizing that home educators frequently use library materials to enhance school curriculum, the WPL offers a School Book Bag Service. With this service an authorized home educator may request a book bag of materials in a specific subject area for use in the home learning environment. Users need to have a Wheaton Public Library card. Home educators are responsible for payment on lost or damaged material and fines.

3. HOMEBOUND SERVICES

- A. Homebound patrons will not be charged overdue fines. They will be charged for lost items. (A homebound patron includes those confined to their own residence or residing at a nursing home/assisted living facility.)

4. LOAN PERIOD POLICIES

A. LOAN PERIOD

WPL sets loan periods and loan limits in order to provide patrons with fair and reasonable access to the library's resources. WPL sets limits on the length of time that an individual can keep a specific type of item in order to more fairly distribute limited resources.

The following items do not circulate:

Reference Material
Newspapers
Current periodicals

B. ITEM RENEWAL

Items that have holds placed on them cannot be renewed. DVDs and Blu-rays may be renewed four times for one week. However, new DVD and Blu-ray feature films cannot be renewed. All other WPL materials may be renewed four times for two weeks. LINKin and ILL materials may be renewed once for two weeks. LINKin and ILL DVDs/Blu-rays may be renewed for one week. Items can be renewed via telephone, on-line, email, text and in person (with or without material).

C. EXTENDED LOAN (VACATION)

Extended six week loan periods are allowed for all items except ILL/LINKin items, items that have holds on them, new items and new DVDs/Blu-ray. DVDs/Blu-ray will be allowed a maximum of a two week extended loan.

D. ITEM HOLD

WPL cardholders may place items on hold. Items will be held for 4 days before they are put back into circulation. Holds on WPL items can only be made by a WPL cardholder.

5. FEES AND FINES POLICIES

A. FINES

a. Payments

Fines will be assessed for overdue material each day the WPL is open. No fines are charged for Sunday. Payments to the library for fines, fees or services may be paid by cash, check, money order (written to the WPL) or credit/debit card.

After the billing notice is sent library privileges for the individual will be suspended until items are returned or paid for. If items are returned overdue and the fines are not paid, a record of the fines due will be kept. In the case that an individual's unpaid fines amount to \$20.00 or more, that individual may not check out items until the fines are paid. In the case of a minor, the guardian will be blocked until the fines are paid. If a check is returned for any reason, the patron will be charged \$25.00 (this charge plus the amount of the fine must be paid in cash).

b. Reciprocal Borrowers

Reciprocal borrowers will be subject to all fines, rules and regulations of WPL.

c. Inter Library Loan (ILL) Borrowers

Items borrowed through ILL are subject to the fine policies of the WPL. All fees for borrowing ILL items will be charged to the borrowing patron. Material loan periods are

set by the lending library. Charges for lost or damaged material are set by the lending library and payable to WPL.

d. LINKin

Items borrowed through LINKin are subject to the fine policies of the WPL. Material loan periods are set by the LINKin consortium. Charges for lost or damaged material are set by the lending library and are payable to WPL.

B. OVERDUE NOTICE

Overdue notices are sent by the library to patrons who may have forgotten that they have items checked out. Failure to receive a notice does not relieve the patron of responsibility for returning items or paying fines.

Courtesy Notice – sent three days prior to the due date

1st Overdue Notice – sent when the item is 3 days overdue

2nd Overdue Notice – sent when the item is 1 week overdue

Billing notice – sent when the item is 3 weeks overdue. The borrower will be charged for the item and the processing fee.

Statement of Charges (Collection) – final notice is sent when the item is 6 weeks overdue. A Collection fee of \$10.00 will be added to the bill. Parents or legal guardians who sign for the juvenile card will have their borrowing privileges suspended.

C. DAMAGED ITEM

A damaged item is any item that must be repaired or replaced. When an item is returned damaged, the borrower will be notified. If the damage is beyond repair, the borrower will be assessed the price of the item plus a non-refundable processing fee. If payment is made for a damaged item the borrower may keep the item. All damaged items will be discarded after 30 days. All payments for damaged items must be made to the WPL.

D. LOST ITEM

If a patron reports an item is lost, the item will be declared “Lost” and the patron will be charged for the price of the item. A non-refundable processing fee is also charged. No additional overdue fees are charged. Replacement items may be purchased by the patron with approval of the Billing person. A non-refundable processing fee is charged to the patron.

E. CLAIMS RETURNED

For those items that a patron claims to have returned, library staff will search for the item for 4 weeks. If the item is found, it will be checked in and all fines on the item will be

waived. If item is not found, patron is sent a bill for the cost of the item. A non-refundable processing fee is also charged.

The table below outlines the replacement cost for various library items. While every effort is made to keep this table up-to-date, the library reserves the right to make changes without notice.

Item	Replacement Cost
RFID Tag	\$ 1.00
Barcode	\$ 1.00
Booklet (Adult Only)	\$ 5.00
Framed Art Bag	\$25.00
Maps	\$ 3.00
DVD/Blu-ray case	\$ 3.00
CD (Music) case	\$ 3.00
Playaway case	\$ 5.00
Audio CD case	\$10.00

The table below outlines the loan periods, renewal policies and daily fines for each type of library item. While every effort is made to keep these tables up-to-date, the library reserves the right to make changes without notice.

LOAN RULES

	Loan Period (Days)	Limits Per Card Holder	Renewals	Overdue Fine Per Day	Maximum Fines	Replacement Fees	Processing Fees
New Fiction	14		4	.25	\$12.50	Cost of item	\$5.00
Books	21		4	.25	\$12.50	Cost of item	\$5.00
New DVD/Blue	3	10	0	1.00	\$10.00	Cost of item	\$5.00
DVD/Blu-rays	7	10 / 15**	4	1.00	\$10.00	Cost of item	\$5.00
CD's	14	15 / *	4	.25	\$ 6.25	Cost of item	\$5.00
Audio Books	21	15 / *	4	.25	\$12.50	Cost of item	\$5.00
Playaways	21		4	.25	\$12.50	Cost of item	\$5.00
Magazines	14	20 / *	4	.25	\$ 6.25	Cost of item	\$5.00
Framed Art	56	4	4	.50	\$10.00	Cost of item	\$5.00
Learning Games	14		4	.25	\$ 6.25	Cost of item	\$5.00
Discovery Packs	14	2	4	1.00	\$10.00	Cost of item	\$5.00
CD Kits	14		4	.25	\$ 6.25	Cost of item	\$5.00
iPod Touch & iPad	21		2	.25	\$ 12.50	Cost of item	\$5.00
Tech2Go Collection	7		1	.25	\$12.50	Cost of item	\$5.00

* Children's Material Unlimited

** Children's

LINKin/ILL (Inter-Library Loan)

	Loan Period (Weeks)	Renewals	Overdue Fine Per Day	Maximum Fines	Replacement Fees	Processing Fee
DVD / Blu-ray	1	1	1.00	10.00	Set by Lending Library	Set by Lending Library
Other Material	4	1	.25	12.50	Set by Lending Library	Set by Lending Library

Wheaton Public Library Official Policy 4/20/2015**Revision Approved 8/15/2016****Revision Approved 3/19/2018**