

Hinsdale Public Library

Circulation Policy

Resident Library Cards

Individuals residing within the corporate boundaries of the Village of Hinsdale are eligible for a Hinsdale Public Library card.

A library card will be issued to an individual (18 years or older) who:

- a. Shows satisfactory proof of identity
- b. Shows satisfactory proof of incorporated Hinsdale residency
- c. And, accepts responsibility for all items checked out on the card and for any charges for overdue, damaged, or lost items

A library card will be issued to a child (under 18 years) when a parent or legal guardian meets the above criteria and agrees to accept responsibility for all activity on that card.

It is the responsibility of parents or guardians to monitor their children's selection and use of Library materials and resources.

Cards may be used to:

- Borrow materials from Hinsdale Public Library
- Download or stream eBooks and other digital content
- Borrow and request materials from other SWAN consortia libraries
- Borrow items not available through SWAN from other libraries through Interlibrary Loan
- Register for Hinsdale Public Library programs
- Reserve meeting rooms, study rooms, and the Digital Media Lab
- Access online databases from home

Resident cards are valid for three years, or as long as the cardholder resides at the registered address. Cards are renewable as long as residency eligibility is retained. The Library reserves the right to revoke or restrict the use of a Library card if borrowing privileges are abused.

Patrons should report lost or stolen cards immediately to prevent misuse. Materials checked out on a card up to the time it is reported stolen or lost are the responsibility of the cardholder. The Library should also be notified about any change of address, email address, telephone number, or name.

Hinsdale Public Library

Circulation Policy

Non-Resident Library Cards

a) Non-Resident Property Owners (Business etc.)

In accordance with Illinois state law, a non-resident who, “as an individual or as a partner, principal stockholder, or other joint owner owns taxable property or is a senior administrative officer of a firm, business, or other corporation owning taxable property” within the corporate boundaries of the Village of Hinsdale is eligible for a Hinsdale Public Library card. An applicant for a non-resident library card must provide a tax bill, or other acceptable proof of current ownership, and proof of identify. Only one card maybe issued for each parcel of eligible Hinsdale property. Non-resident cards must be renewed annually.

b) Non-residents without Library Service

A non-resident is defined as "a person who resides outside the taxing area of a public library" [[23 Ill. Adm. Code 3030.10](#)]. Non-residents have the option to annually purchase a card in order to obtain public library service. Payment of an annual fee entitles each member of a non-resident family who resides at the address listed on the Library card access to full Library privileges for one year. The fee for these cards is set by the Hinsdale Public Library Board of Trustees in accordance with Illinois Public Law 92-0166.

The Act also states, “A person residing outside of a public library service area must apply for a non-resident card at the public library located closest to the person’s residence.” The rules currently define “closest public library” as meaning a participating public library that serves the high school district in which the non-resident resides or the library physically closest to a non-resident’s primary address.

c) Reciprocal Borrowers

Members of other SWAN libraries are automatically granted reciprocal borrower status. Patrons with library cards in good standing issued by other eligible libraries may be granted reciprocal borrower privileges. Library staff will contact the issuing library to ensure good standing. Some borrowing limits may be placed on reciprocal borrowers.

d) Interagency Agreements

Staff and constituents of Hinsdale agencies (such as schools) that have entered into an intergovernmental agreement with the Library may be eligible to receive cards.

Hinsdale Public Library

Circulation Policy

e) Staff Cards

Employees of the Hinsdale Public Library are eligible to receive a Hinsdale Public Library card. Individuals are responsible for materials checked out on a staff card, including lost or damaged fees. Staff card privileges will expire upon termination of employment.

Availability and Notifications

- a. Unless noted otherwise, Library materials and resources are available on an equal basis to all individuals holding Hinsdale Public Library cards.
 1. Electronic devices will be loaned to adult Hinsdale Public Library cardholders only.
- b. The Library reserves the right to limit categories of materials and resources to Hinsdale Public Library cardholders
- c. As a member of the SWAN consortium, Hinsdale Public Library is subject to policies and procedures adopted by the consortium. This includes, but is not limited to, the delivery of courtesy notices, holds policies, and loan periods established by other libraries.

Borrowing Library Materials

Borrowing Limits

A maximum of 100 items per material type may be checked out to a patron at any given time. Additionally, limits may be set on certain materials if such limits are needed to meet demand and provide equitable service.

Loan Periods

Generally, Library materials may be borrowed for 21 days, except for:

Materials that circulate for 7 days including:

- DVDs and Blu-Rays

Materials that circulate for 14 days including:

- Lucky Day books
- Tablets, eReaders, and laptops
- DVD and Blu-Ray sets
- Videogames

Hinsdale Public Library

Circulation Policy

Other:

- Downloadable books and other media are subject to the lending terms of vendors
- Reference materials may be borrowed at the discretion of Library staff
- Current issues of magazines do not circulate

Other Loan Guidelines

Items from Other Libraries

- a) Interlibrary Loan Materials: Items may be borrowed on behalf of Hinsdale Public Library cardholders from other libraries. These items are subject to all loan periods, fines, rules and regulations established by the lending library. Interlibrary loan service is available to Hinsdale Public Library cardholders only. See the Library's [Interlibrary Loan Policy](#) for more information.
- b) Reading Groups: The Library will accommodate reasonable requests from local reading groups for multiple copies of particular titles. Due dates for these items will be set according to the discussion date presented at the time of the request.

Renewals

Most materials may be renewed twice, each time for a term equal to their original loan period. Items which are on hold for other Hinsdale Public Library cardholders and Lucky Day items cannot be renewed. Interlibrary Loan items or items borrowed from other SWAN libraries may be renewed as permitted by the loaning library. Additionally, limits may be set on renewing certain materials if such limits are needed to meet demand and provide equitable service.

Extended Loan

Hinsdale Public Library cardholders may request that a loan period be doubled for any items, provided that the item is not on hold for another Hinsdale Public Library cardholder.

Fines and Fees

Overdue Fines

Overdue fines are assessed at 10¢ per day per item for print and audio items. Other items are assessed a \$1 per day fine. Fines for each overdue item will accumulate up to the equivalent amount charged for 42 days overdue (\$4.20) with the exception of items with a \$1 per day fine, which carry a maximum fine of \$10.

Grace Period

Hinsdale Public Library

Circulation Policy

Fines are waived for many items owned by Hinsdale Public Library returned within 3 days of the due date, with the exception of items subject to \$1 overdue fees. After the 3-day grace period, fines are computed from the actual date due.

Loss of Privileges

Library card privileges may be suspended for a Hinsdale Public Library cardholder who accumulates fines or bills of \$20 or more until the charges fall below this threshold.

Lost Materials

Material that is 42 days (6 weeks) overdue is considered lost. If an item owned by Hinsdale Public Library is lost, the cardholder is billed the catalog list price of the item. If the item is returned to the Library in usable condition prior to payment, lost fees will be waived and the patron will only be responsible for the maximum overdue fines. Items that are found after payment belong to the cardholder and may not be returned to the Library for refund.

Interlibrary loan materials and items borrowed from other SWAN libraries are billed in accordance with rates and policies established by the lending library.

Damaged Materials

If Library staff determine that damage to an item requires removal of the item from the collection, preventing future use, the cardholder will be contacted and billed for the catalog list price of the item. Patrons will be billed according to the owning library if the item is owned by another library.

Confidentiality of Patron Records

As required by the Illinois Library Confidentiality Act, the registration and circulation records of the Library are confidential. No individual's registration or circulation records will be released to any individual or agency, except pursuant to a court order.

Because of their financial responsibility, parents and legal guardians may be informed of overdue material checked out on their minor child's Library card.

Related Library Policies

Copies of the following related policy statements are available at any of the Library's service desks and on the Library's website:

- [Hinsdale Public Library Interlibrary Loan Policy](#)
- [Hinsdale Public Confidentiality of Records Policy](#)

Hinsdale Public Library

Circulation Policy

Hinsdale Public Library Board of Trustees

Approved and Adopted by Library Board on September 27, 2004.

Revised 10/23/06, 2/24/09, 5/22/12, 01/26/2016.