C4   Circulation

All Richton Park Public Library cardholders and member library cardholders, will have an overdue Fine-Free privilege when using the Richton Park Public Library District. Richton Park Library cardholders are only responsible for overdue fines when visiting other libraries that charge fines for overdue materials.

Cardholders are expected to return items on time and to pay for lost and damaged materials. *No material will be due on a day that the library is closed.*

1. **Overdue Guideline Rules:**
   a. <u>14 days overdue</u>: A block will be placed on the account. The patron will not be able to check out additional materials until the late item(s) are returned, at which time the block will be removed.
   b. <u>42 days or more overdue</u>: Items are considered lost, and billing notices are automatically triggered and sent by the library system. Patron accounts will stay blocked until the bill is paid or items are returned.
   c. <u>365 days overdue</u>: Items are billed and will not be accepted for return, and the block will remain on the card until the bill is paid.
   d. <u>Replacement costs</u> for items are as listed in the library system catalog. List price of purchase as set by system. Patron may not substitute store bought items for lost/billed items.
   e. <u>Overdue notifications</u> are a courtesy and the library is not responsible for the borrower's failure to receive overdue notifications.

2. **Service Fees:**
   a. **Photo Copies & Computer Printouts:**
   This fee applies to all material printed by library printers. *No refunds for user trial and error. Help with copiers is available at any service desk.

Black and White	$0.15 per page
Color	$0.25 per page

   (Each patron card has a $1.50 daily credit for ten b/w or six color prints at no cost)

   b. **Fax Transmission:**
   FAX24 is a self-serve fax machine that requires the use of a credit card, debit card or FAX 24 FASTCASH prepaid card. Fax costs are determined by FAX 24 and are subject to change. Current prices are available at the Circulation Desk. The library is exempt from any service-related issues and FAX 24 may be contacted directly. For questions on how to utilize this service, simply visit the fax kiosk at the library and lift the handset to follow the step-by-step instructions or to contact customer

support.

c. **Internet Usage:**
Patrons are given internet access at no charge up to two hours per day with extended sessions if there are no patrons waiting.

d. **Special Collection Return Fee:**
While most of the materials checked out from the Richton Park Public Library District can be returned at any area library, there are specially marked items that require they only be returned to the Richton Park Public Library District. These items are clearly marked with a label and will incur a $20 charge if they are returned at another library location.

e. **Fees for Replacement Library Cards:**
The cost to replace an adult or juvenile library card is $1.00 per card. There is no limit imposed on the number of replacement cards to be had.

3. **SWAN Interlibrary Loan**
When items are not immediately available for patron use, patrons may place a hold for that item in the SWAN library system. When the item is ready to be picked up, the library system automatically triggers a courtesy notice directly to the patron's email or phone. Holds are automatically cancelled on items that are not picked up within the allotted time indicated on the notification generated. Expired holds trigger a subsequent cancellation notice informing the patron of the action.

If a patron puts an item on hold that cannot be located, a hold cancellation notice will be sent automatically.

If a patron checks the library catalog and locates an item available at the Richton Park Public Library, that patron can call the library and request a RESERVE on that item. The patron will have three (3) days to check the item out. Failure to collect the item within the allotted three (3) day RESERVE, the item will automatically be removed from the RESERVE shelf and returned to the inventory without notification to the patron.

4. **OCLC First Search Interlibrary Loan**
When patrons want material that is not available within the SWAN library system, we ask other agencies to provide it. This is the process of interlibrary loan. Materials borrowed through interlibrary loan follow the First Search OCLC rules for loaning. For more information on OCLC loan rules and fines and fees, speak to the Head of Adult

Services. When requesting through First Search OCLC, we only request items from within the state of Illinois (if available).

5. **Length of Loans**

The Richton Park Public Library District circulates materials in a variety of formats including books, magazines, audiobooks, Playaway's, CD's, DVDs, Blu-ray, Wii, PlayStation, XBOX, Nintendo Switch, and educational kits. The following terms of loan are applicable as indicated and the number allowed refers to a cardholder:

General Collection   3-week loan, up to 2 renewals
Includes books (all print formats including Large Print & Braille), audiobooks (all formats), magazines, music CDs, & non-fiction videos

Movies & Television Collection   2-week loan, no renewals
(Limit 5 per card) Includes all adult, teen, and youth feature films, blu-rays, television series

Game Cartridges
SWAN imposed limits system-wide on game cartridges NO overrides. A hard limit of 5 new and 5 regular inventory items across all libraries.
                                          2-week loan, no renewals

Special Collections
Equipment   2-week loan, no renewals (*limits apply)*
Playaway View & Launchpad   2-week loan, no renewals (Limit 2)
Juvenile Educational Kits   3-week loan, up to 2 renewals
Book Club in a Bag   6-week loan, no renewals (Limit 1)
Senior Hotspots   6-week loan, 2 renewals (Limit 1)

6. **Lost or Damaged Materials**
   A. Materials borrowed are the responsibility of the cardholder.
   B. Replacement costs are the responsibility of any patron who borrows and loses or damages any library material. The guardian listed on a juvenile card is responsible for all fees on the juvenile's card.
   C. Materials checked out by Richton Park Public Library cardholders at neighboring libraries are subject to each individual library's home rule and do not follow the Richton Park Public Library Fine Free policy. It is the responsibility of the cardholder to follow the fine and fee structure at any library they utilize outside of the Richton Park Public Library.

D. Once a cardholder reaches $5.00 or more in fees on their account, the card will be blocked and access to services restricted. The card will remain blocked until the bill is paid or items returned.
E. Materials borrowed through OCLC interlibrary loan which are lost or damaged are charged to the patron according to the bill provided by the lending agency.
F. Any cardholder that fails to return items in undamaged condition will have fees posted as herein provided:

    a. **Lost and Billed Materials**

        i.Replacement cost of the item as listed in the library system catalog. List price of purchase as set by system.

        ii.Special collection items have separate pricing fees for missing/damaged items. See label on individual items

        iii.Billed items that are not returned within 90 days of the overdue date will not be accepted and all bills will remain on the account until paid.

    b. **Damaged Materials:** If items are returned in a damaged condition that makes them unusable, a $5.00 fee will be charged for each item.

    Patrons may not substitute a store-bought item for lost/damaged items.

    c. **Other Replacement Costs:**

    Damaged or Missing Item Replacement Costs

Audio Book case	$5.00
CD case	$3.00
DVD case	$3.00
Playaway battery cover	$3.00
Replacement barcode	$3.00
AV booklet	$10.00
Launchpad case	$10.00
Power cord adapter wall plug (Connects to USB power cord)	$10.00

    Special Collections with multiple parts-contain a Price List of replacement costs with each set for any missing or damaged pieces.

    Replacement cost of lost items are as listed in the library system catalog. List price of purchase as set by system.