

## CIRCULATION

### TFML Policy No. 6

This policy establishes appropriate circulation of materials so they may be reasonably available to all of the patrons of TFML. Materials may only be checked out upon presentation of a valid library card by the individual to whom it was issued. All circulation records of the library are confidential.

#### 6.1 User Cards

All residents of and property owners in Western Springs are entitled to a library card. Non-residents may purchase an annual family card the cost of which shall be based on property tax assessments for library support as paid by property owners within the village.

##### 6.11 Minors' Cards (Belonging to children under 14 years of age)

Parents are responsible for any charges that may result from late return, loss, or damage of materials borrowed. The Library will provide parents or guardians with information about overdue items and items that are currently checked out on their child's/children's card(s) if the parent or guardian inquiring has the card(s) in question with them or can provide the library card number(s).

If the parent or guardian inquiring about a child's/children's card(s) does not have the card(s) or cannot provide the library card number(s) or identification with the same address only information about overdue materials will be released.

Only the cardholder, minor or otherwise, has the right to information about items on hold on his/her card. Regardless of whether or not a parent/guardian has the library card(s), number(s), or the same address this information will not be disclosed.

Since there are no age restrictions on borrowing any Library materials, parents are also responsible for their children's selection of items for checkout.

#### 6.2 Materials Circulation

In order to assure maximum availability of materials to all patrons the length of time that materials may be checked out is as follows:

##### 6.21 Books

New fiction is checked out for fourteen (14) days; no renewals.

All other books are checked out for a period of three (3) weeks and may be renewed twice if there are no reserve requests.

Renewals may be made by telephone or via the Internet.

##### 6.22 Periodicals

The current issues of periodicals may not be checked out; back issues are checked out for three (3) weeks and may be renewed twice.

### 6.23 DVDs

DVDs are checked out for seven (7) days and may be renewed once.

Non-fiction and television show DVDS are checked out for three (3) weeks; they may be renewed twice.

### 6.24 Compact Discs

Compact discs are checked out for three (3) weeks and may be renewed twice.

### 6.25 Tablets, Playaway Views, Playaway Launchpads

All electronic media are checked out for one (1) week with no renewals.

### 6.26 Console Games

Console games are checked out for one (1) week with no renewals.

### 6.27 Audiobooks and Playaways

All audiobooks and Playaways are checked out for three (3) weeks and may be renewed twice.

### 6.28 Lit Kits (Children's)

Lit Kits are checked out for three (3) weeks and may be renewed twice.

### 6.29 Tech Tools

Tech Tools may be checked out for two (2) weeks; no renewals.

### 6.3 Overdue Fines

In order to encourage adherence to the established loan periods and so that TFML may serve the greatest number of patrons and honor reserve requests, the Board authorizes the Library Director to establish a schedule of fines for overdue materials. This schedule shall be approved by the Board, shall be posted in the library, and shall be changed periodically as determined appropriate.

The maximum fine assessed shall be equal to the cost of the material not returned plus a processing fee.

Adopted 8/27/96

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