

BORROWING POLICIES

The Streator Public Library is a tax supported city library. People permanently residing within the jurisdictional boundaries of the Streator Public Library pay taxes to support the library and need pay no additional fee to be eligible to receive their first library card. Individuals who reside beyond the jurisdictional boundaries of the Streator Public Library, but own property within the jurisdictional boundaries of the Streator Public Library, upon presentation of a tax bill bearing their name, may have one library card, without any additional payment, for the exclusive use of the individual whose name appears on the tax bill's face. Library cards are renewed every three years without additional fees.

Individuals residing beyond the jurisdictional boundaries of the Streator Public Library, and not within the boundaries of another public library, and owning no property within the jurisdictional boundaries of the Streator Public Library may purchase a non-resident library card. The cost of a non-resident family library card is \$55 per year. Non-resident card holders are entitled to use the Streator Public Library and the neighboring libraries within Reaching Across Illinois Library System (RAILS).

In keeping with the Cards for Kids Program, students who are currently enrolled in a public or non-profit private school (pre-K through 18 years of age) and live in unincorporated areas are eligible to receive a nonresident library card at no cost. Only the student is eligible to use this card.

Disabled Veterans Fee Exempt Cards are available to non-residents who are exempt from paying property taxes on their primary residence due to a service related disability of at least 70%. This offer also applies to the widow of a qualifying veteran or the widow of a service member killed in the line of duty. In order to qualify, the applicant must present documentation from LaSalle or Livingston County that states they are property tax exempt.

Obtaining a Library Card

Adults wishing to register for a borrower's card, renew an expired borrower's card, or replace a lost, stolen, damaged or destroyed borrower's card for the Streator Public Library must bring with them three forms of identification. These forms of identification must include a photo ID as well as two pieces of current mail showing their name and address.

Children under the age of 18 must have a parent's signature on any initial application for a library card. The application must be completed with both the child and the adult present in the library. Children under the age of 18 may use the parent's proof of residency. There is a \$5 fee to replace a damaged, destroyed, lost or stolen library card.

Borrowing Within the Library System

As a cardholder, the borrower identified on a valid library card may take his or her card to another library in RAILS to borrow material. These materials are the responsibility of the individual who borrows them, and are subject to all of the rules, regulations, and fines of the lending library.

Individuals presenting a valid library card issued by the Streator Public Library are eligible to borrow material when the following conditions are met:

- They have no outstanding fines exceeding \$10.00

- No materials borrowed from another library are overdue

The library staff may not waive these regulations without the specific permission of the library director. A patron may request and receive a 24 hour hold on the item they wish to borrow in order to allow the patron the opportunity to correct the situation which has resulted in the loss of borrowing eligibility.

Individuals presenting a valid library card from another public library in Illinois may borrow materials from the Streator Public Library. The card must have the name of the individual presenting it and an expiration date.

Circulation of Materials

The Streator Public Library circulates materials in a variety of formats including books, magazines, and CDs. The following terms of loan are applicable as indicated: Length of Loan

Renewals

New Adult Fiction 2 weeks Varies
 All other Books 2 weeks Yes
 Books on CD 2 weeks Yes
 Magazines 2 weeks Yes
 Reference None
 Historical Room None

Fourteen day books may be renewed provided there is no waiting list. Seven day books may renewed once at the request of the patron, provided there is no waiting list. The library staff will not automatically renew books.

Circulation – Interlibrary Loan

Streator Public Library patrons requesting material that is not available within the Streator Public Library may request that material from other libraries in the Reaching Across Illinois Library System (RAILS). This is interlibrary loan. Materials borrowed through interlibrary loan have a circulation period which is determined by the lending library. We are happy to borrow materials from other libraries for patrons, but we ask that the patron respect the date by which those materials must be returned to their home libraries. It is crucial that materials borrowed through interlibrary loan be returned in a timely manner. Habitual failure to do so may result in an individual's loss of interlibrary borrowing in order to preserve the privilege for other library patrons.

Books and materials borrowed from other libraries may be renewed upon request and at the discretion of the lending library.

Circulation – Reserves

Patrons may reserve material which is not immediately available for check out but is in the collection of the Streator Public Library. A Hold will be placed on the material requested. When the material becomes available, the library will notify the patron placing the Hold that the material is ready for check out. The material will be held for six days. If the requested material is not picked up by the end of six days, the material will go to the next individual requesting it or

be returned to general circulation.

Circulation – Fees and Fines

The Streator Public Library has established the following schedule of fines for overdue materials.

- Overdue books and magazines: ten cents per day, not to exceed the cost of the item.
- Books on CD: ten cents per day per item.

The Streator Public Library has established the following schedule of fees for services provided by the Streator Public Library:

- Copies: Black and white copy \$.25 cents per page; double sided \$.50
Black and white 8 ½ by 14 copy; \$.50 per page, double sided \$1
Color copy \$1 per page; double sided \$2
- Computer printouts: twenty-five cents per page. The patron is responsible for the cost of all copies.
Be sure you are printing only items you want.
- Reader Printer printouts: \$1.00 per page
- Fax/transmission: \$4.00/ 5 pages. \$1 per page for additional pages
- Fax/receipt: \$1 per page
The Streator Public Library assumes no responsibility of notification of the receipt of a fax for an individual. The fax will be held by the library for one week and then discarded if not picked up.
- Internet usage: There is no charge for internet usage when a valid Streator Public Library card is presented.
Anyone not having a Streator Public Library card is required to present a valid photo ID to use the library's computers.

Circulation – Lost and/or Damaged Materials

Materials borrowed from the Streator Public Library or from RAILS are the responsibility of the library patron. Replacement cost (not the original purchase price) is the responsibility of any patron who borrows and loses or damages any library material. In the case of children under the age of 18, it is the parents' responsibility to pay for lost or damaged items in accordance with the following

- Retail replacement cost of any item which is lost or damaged beyond repair plus a \$5.00 processing fee.
- Materials borrowed through interlibrary loan which are lost or damaged are charged the amount billed by the lending library plus a \$5 processing fee.

- Minor repair charges will be \$5.00 for damage beyond normal wear. Persons who have unpaid fines or overdue materials or have returned damaged materials without compensation are not eligible to borrow additional materials.

- The fee to replace a lost, stolen, or damaged library card is \$5.00.

The Streator Public Library does not share patron information with any third party unless compelled to do so by court order.