

Alpha Park Public Library District

Circulation Policy



Who is Eligible for a Library Card

All residents of the Alpha Park Public Library District are welcome to check out all materials that circulate. Individuals who do not live within the boundaries of an officially constituted library service area, for whom Alpha Park is the closest library, may buy an out-of-district card at a cost calculated annually. Under certain circumstances, the Library Director may permit a patron to check out items that might not otherwise circulate.

All borrowers must have an up-to-date library card in good standing. Lost cards may be replaced at a cost to be determined by the library. Patrons whose cards have expired may renew their cards at no cost, providing proof of current address, in either paper or electronic format, *e.g.*, via cell phone.

While the library prefers that patrons carry their cards with them or use the digital card in RSACat Mobile, a photo ID may be accepted in lieu of a card.

The library participates in reciprocal borrowing, where patrons with an Alpha Park Public Library card may use their library card in any library in Illinois. Patrons are expected to adhere to the policies of the library from which they borrow materials.

A parent's or guardian's signature is required on the library card application of any child under the age of 16. Parents and guardians thereby accept ultimate responsibility for materials checked out by their children.

At the first time of library card use, patrons may check out five items. Upon returning these items, the "rule of five" no longer applies. Under certain circumstances, the library may establish different limits for the numbers of particular items that may be checked out at one time, and may also set time limits and renewal privileges for different materials.

The library circulates many materials traditionally associated with libraries. Additionally, the library offers a variety of equipment and technology for checkout by patrons, both inside and outside the library. These may include but are not limited to, hot-spots, laptop computers, tablets, e-Readers, and projectors.

The library does not discriminate among and between users, nor does the library monitor transactions by patrons, or the contents of material borrowed. Children may check out materials identified as "adult"; parents or guardians must take responsibility for their own child's or children's use of the library and materials borrowed.

Borrowing from the library is a privilege. Returning materials on time allows the greatest access of materials to all library users. The library reserves the right to charge fines for overdue and/or damaged items.

Patrons may manage their own library account online at www.alphapark.org, or on the mobile app RSACat. Assistance with account management is available from library staff at the Reference Desk.

General Information

Patrons may call the library for various types of assistance. Primary phone numbers are:

LOCATION	PHONE NUMBER
Circulation Desk	309-697-3822 Ext. 10
Reference Desk	309-697-3822 Ext. 13
Youth Services	309-697-3822 Ext. 33

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Loans

A patron with an account in good standing (owing < \$5) can check out up to 50 items at a time.

Within those 50, some items have limitations. Those limitations are as follows:

MATERIAL TYPE	LOAN PERIOD
Books	3 Weeks
Books on CD	3 Weeks
DVDs/Movies	2 Weeks
Music CDs	3 Weeks
e-Books	1, 2, or 3 Weeks
Video Games	3 Weeks
Magazines	1 Weeks
Playaways	3 Weeks
Toys/Games/Kits	3 Weeks
Brain Center Items	Variable
A/V Equipment	Variable
Interlibrary Loans	Variable

MATERIAL TYPE	AMOUNT ALLOWED
Books	50
Dvds/Movies	10
Music CDs	5
Playaways	10
Books on CD	10
Magazines	20
e-Books	5
Toys/Games/Kits	2
Video Games	2
Brain Center Items ¹	5
Robotic Cat & Dog ²	1 per household
A/V Equipment	Variable

For example, a patron may have 30 books, 10 movies, and 10 Playaways at one time, where the total items out is 50, but no individual category exceeds its set amount. Exceeding set amounts would be a patron wanting to checkout 50 magazines at once.

Faxing, Photocopying, and Scanning

Faxing is provided for the public at the Circulation Desk. Costs for sending and receiving faxes within the US is \$1.00 per page. Upon receipt of a fax for a patron, the patron will be advised of receipt, and will be expected to pick up the fax in a timely manner.

Photocopying and printing from computers is available to library patrons. Costs of copying and printing is 15 cents per page for black and white, and 30 cents per page for color. Circulation or Reference Desk staff will assist patrons with color copies.

Scanning is available for the public, and will be done by Circulation or Reference Staff. Currently this is a free service, but the library remains the right to change the fees for this service at any time.

Equipment, Technology, and Accessory Lending

To verify the availability of equipment and new technologies, as well as checkout/renewal dates, please call the Circulation Desk.

Patrons must be at least 18 years old to borrow equipment, tech, and accessory items. They must present a valid Alpha Park Public Library card in good standing, along with a valid driver's license or state ID card. Electronic devices must not be returned in the drop box; they must be returned to a staff member. Late fees up to \$5 per day may be assessed. If an electronic device or its accessories are lost, stolen, or damaged, the patron to whom the device is checked out will be held responsible for all replacement costs and processing fees. Any patron account with fees \$25 or more will be blocked from checkout until the account is settled.

¹ These items are catalogued as equipment and are for checkout to individuals 18+

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Renewals

All library materials, with the exception of movies and video games, may be renewed if they are not on hold for another patron. **Movies and video games must remain in the library for 24hrs before the same patron may check them out again.** Renewals may be made by phone, in person, or online. Three (3) renewals are permitted, unless otherwise authorized, for books and books on CD. For other renewal periods, patrons may contact the Circulation Desk at 309-697-3822 Ext. 10.

Holds

Holds may be placed on items that are checked out, or that are available from another library. The Alpha Park Public Library is a member of the Resource Sharing Alliance (RSA). Patrons may place a hold on most items in the 200+ RSA member libraries. Holds may be placed in person at the library, over the phone, from a home computer, or the mobile app. Items held and received from another library within RSA will be checked out according to the Alpha Park Public Library's rules and policies.

Patrons must take particular care in the handling and returning of all items received from another library, as the Alpha Park Public Library may be held responsible for unreturned/damaged items. Abuse of borrowing privileges may affect future borrowing privileges of both patrons and the library depending upon individual circumstances.

Interlibrary Loan Requests

Items not available in an RSA library must be requested via Interlibrary Loan through library staff, either in person, by phone, or e-mail directed to the Reference Desk staff at alpha@alphapark.org. Interlibrary Loan materials are circulated according to the lending library's policies. Some Interlibrary Loan requests may incur a fee. Patrons will be notified prior to completing the request of the fee, and if they wish to proceed.

The Alpha Park Public Library subscribes to the American Library Association's Interlibrary Loan Code, the ILLINET Interlibrary Loan Code, and the Reaching Across Illinois Library Systems (RAILS) Resource Sharing Policy. The Alpha Park Public Library is a member of both RAILS and ILLINET.

Fines, Fees, and Lost/Damaged Materials

MATERIAL TYPE	Fee
Video Games	\$1 per day
Equipment	\$5 per day

Patrons will be billed for lost or damaged materials in the following manner:

- For print materials, video games, and equipment, charges will be based on the cost of replacement.
- For a multi-volume set of books, charges will be based on the replacement of the lost volume, if it is replaceable. If a volume cannot be replaced individually, the charge will be based on the cost of the entire set.
- For a lost or damaged component of an audio-visual set, charges will be based on the replacement cost of the lost component, if it is replaceable. If a single piece cannot be replaced, charges will be based on the cost of the entire set.

The amount paid for a lost item will be refunded in full minus a \$3 service fee, if it is found and returned in acceptable condition within 30 days of payment. No refund will be issued if the lost-and-paid-for item is returned later than 30 days after payment. These charges may be subject to change. For current replacement costs or lost or damaged equipment, patrons may contact the Circulation Desk staff. Charges for damaged items may be handled

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on a case-by-case basis. If a damaged book or other item is completely unusable, the complete cost of replacement must be paid by the patron.