



## 1. HOURS OF OPERATION

- A. The library will be open from:  
9:00 A.M. to 8:00 P.M. - Monday through Thursday  
9:00 A.M. to 5:00 P.M. - Friday, and Saturday  
12:00 P.M. to 5:00 P.M. - Sunday
- B. The library will be closed on the holidays listed below, and may close during an emergency or in other special circumstances.  
New Year's Day  
Easter Sunday  
Memorial Day  
Mother's Day  
Independence Day  
Father's Day  
Labor Day  
Thanksgiving Day  
Friday after Thanksgiving  
Christmas Eve  
Christmas Day  
New Year's Eve
- C. The library will be closed one day each year for the Annual Staff Development Day.

## 2. FINES, FEES, AND OTHER CHARGES

### A. OVERDUE MATERIAL

1. All items, in all formats, unless specified below: \$.10 per day
2. DVDs, CDs and video games: \$.50 per day
3. Equipment: \$1.00 per day
4. Out of System Interlibrary loan items: \$.25 per day

The maximum fine is either \$25.00 per item, or the price of the item, whichever amount is less.

### B. LOST, DAMAGED AND LONG OVERDUE MATERIAL

1. There will be no charge for the first replacement of a lost library card; additional replacements will be \$2.00 each time.
2. Repair costs for cover replacement, minor mending, etc. may be assessed at up to \$5.00 per item.

3. A lost or irreparably damaged item is billed at current market price for a comparable edition plus \$5.00. Refunds for cost of item are not available once an item has been removed from the computer system. Fines for the item will be waived.

### C. ACCOUNT THRESHOLD

When fines/fees/charges accumulate to \$5.00 or when materials borrowed are overdue, patrons are not permitted to borrow any additional material until the balance is below \$5.00 and/or items are returned or renewed.

## 3. USE OF LIBRARY SERVICES

### A. LIBRARY CARDS

Library users are registered as borrowers under the following classifications. In the first three categories, proof of current residence in the Wilmington Public Library District borders is required. Proof may be provided by showing a picture ID with the patron's current address on it or two items that have both the patron's name and current address.

Library users may apply for a library card in person. Library cards are issued for 3 years, unless otherwise noted. Card holder is responsible for all items checked out on his/her card.

**ADULT RESIDENT:** Persons who are 16 years of age and older.

**YOUTH RESIDENT:** Persons under the age of 16. The child's parent or guardian must sign the application. Children may apply for a card as soon as they are able to sign their name.

**NON-RESIDENT TAXPAYER:** Persons who are 18 years of age and older are eligible for an adult resident card. Such persons must pay real estate taxes on a piece of property in Wilmington, Wesley or Florence Townships but live in an area of Illinois where public library service is not provided by any local governmental unit. The card is issued annually for one year. It is issued to the person who is indicated as the property owner on the tax bill. A photocopy of the tax bill serves as proof annually of payment. Other proof of current residence will also be required.

**STAFF:** Current employees of the Wilmington Public Library District that do not live in Wilmington will be issued a card for the duration of employment.

**NON-RESIDENT FEE:** Non-residents, who do not live in an area where library service is provided by a unit of government, pay an annual fee for service. The fee is set in accord with Illinois State law and is reviewed annually to be sure it is equivalent to that of a local taxpayer.

**RECIPROCAL:** Such cards may be issued to persons with current, valid library cards from any library in Illinois with whom we have reciprocal borrowing agreements. Full services may be extended to reciprocal cardholders.

**SCHOOL CARDS:** Each school within the boundaries of Wilmington Public Library District may be issued a card to be used by faculty for the purpose of checking out materials to be used within the classroom. Fines for materials checked out on these cards will be waived as a professional courtesy. The school will be responsible for any fees incurred for lost or damaged materials.

**NOT-FOR-PROFIT AGENCIES:** NFP agencies within the boundaries of Wilmington Public Library District may be issued a card to be used by agency staff for the purpose of checking out materials to be used by staff or clients of the agency. Fines for materials checked out on these cards will be waived as a professional courtesy. The agency will be responsible for any fees incurred for lost or damaged materials. The agency must provide a list of staff members who have permission to use the card.

## B. CIRCULATION OF MATERIAL

**LENGTH OF LOAN:** Books, in both the traditional and audio format will circulate for two weeks and may be renewed a maximum of two times, if no hold has been placed on the item. Non-book items, including but not limited to, movies, music, video games, and magazines will circulate for one week and may not be renewed. There may be a limit to the number of items you may check out at one time. Circulating equipment may circulate for a period of up to two weeks.

**REFERENCE BOOKS:** The library maintains a small collection of Ready Reference materials that do not circulate.

**VACATION LOAN:** A vacation loan period of four weeks is available upon request.

## 4. USE OF NON-CIRCULATING EQUIPMENT

- A. A photocopy machine is available for public use. The charge for copies will be \$0.10 per side for black copies and \$0.25 for color copies, whether the library supplies the paper or not. When 100 or more copies are made, charge will be \$0.05 per side for black and \$.15 per side for color.
- B. One Microfilm Machine is available for public use. The charge for copies will be \$0.10 per page.
- C. A fax machine is available for public service, to transmit or receive items. A fee of \$1.00 per page will be charged for all faxes with the exception of outgoing toll free faxes. A flat rate of \$2.00 or actual cost, whichever is less, will be charged for toll free outgoing faxes. A cover page will be provided at no cost to the patron as will a confirmation report upon request. No international faxes will be sent. Faxes will be held for seven days from the date of receipt and then will be shredded.
- D. Public computers print to a black or a color printer. Cost for printing per page is \$0.10 for black and \$0.25 for color.
- E. Disc repair service is available to the public for \$2.00 per disc. At drop-off patrons will be asked to fill out the disc repair form and initial the disclaimer. The library will re-polish the disc to a scratch free shine if repair is possible. The patron has 7 days from pick-up to report any continuing problems at which point the library will do a second repair at no charge. The library makes no guarantees that the process will absolutely fix any disc.

5. USE OF ELECTRICITY AND OTHER LINES

Personal electrical equipment, such as laptops, will not be allowed to plug into the telephone lines or the secured network. The library provides unsecured wireless access for patron use with their own equipment. The library is not responsible for patron's equipment or access.

6. MEDICALLY NECESSARY ANIMALS ONLY

Only medically necessary animals are allowed in the library, unless associated with a library sponsored event.

Adopted Amended  Reviewed	02/04/97 02/13/97, 02/16/98, 11/16/98, 09/20/99, 02/21/00, 01/15/01, 03/19/01, 04/16/01, 03/18/02, 11/18/02, 03/17/03, 11/17/03, 11/15/04, 01/17/05, 02/21/05, 09/19/05, 11/21/05, 8/21/06, 11/20/07, 04/21/08, 06/18/08, 11/17/08, 11/16/09, 1/18/10, 3/15/10, <u>9/20/10</u> 01/15/07
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