

I. REGISTRATION

1. Individuals wishing to check out materials from the Fremont Public Library must have a valid public library card present. A free card is issued to any permanent Fremont Public Library District resident who presents valid identification proving residency within the boundaries of the District. Library users may hold only one valid Fremont Public Library District card each.

Library materials will not be checked out to anyone who does not have their library card with them at the time of checkout. A valid Illinois driver's license may also be registered with the Library as an acceptable form of identification in lieu of presenting their library card at checkout.

2. Visitors from libraries outside of the Fremont Public Library District may register their valid home library card for use at the Fremont Public Library and will be subject to all conditions outlined in this policy.

3. Children of any age are eligible for a library card. For children under the age 16, a parent (or legal guardian, foster parent or other such responsible adult relative) is required to sign his/her child's library card application in person and must accept all responsibility, financial or otherwise, for items checked out on the card. Both the child and the adult signing for the account must be present at the time of application. Valid identification must be presented proving that they both reside within the Fremont Public Library District. Any other library account(s) for which the adult has accepted responsibility must be in good standing at the time the application is completed. Alternative methods of consent such as notes, phone calls, or signatures from a neighbor, baby-sitter or au pair will not be accepted.

4. Nannies, au pairs, exchange students and relatives on extended visits are eligible to obtain temporary library cards. The host family must provide proper identification and sign the application, thereby accepting all responsibility, financial or otherwise, for any materials checked out.

5. To ensure the accuracy of patron information, all library cards automatically expire every three years. The account must be in good standing and proof of residency must be presented to reactivate expired cards. Inactive library cards are deleted every 3 years as part of ongoing database maintenance. Deleted cards will have to be re-registered before they can be used again.

6. There is a \$2.00 charge for replacement cards.

7. The Fremont Public Library District participates in the state of Illinois' non-resident library card program, as prescribed in Illinois Law (75 ILCS 16/30-55.60), allowing eligible non-residents of the District to obtain a fee-based library card good for one year.

II. LOAN PERIODS & QUANTITY LIMITS

1. Loan periods vary depending on the item type.

<u>Loan Period</u>	<u>Items</u>	<u>Quantity Limit</u>
1 week	BestSeller collection	10
	Youth Holiday books (except December Holidays)	10
	DVDs	10
3 weeks	All items not listed above	None

III. RESERVES AND RENEWALS

1. Most circulating materials owned by the Fremont Public Library District may be reserved. Materials which are designated as “New” may only be reserved by Fremont cardholders. No item may be reserved by, or for, a specific date. Reserves may be placed either in person, online using the Internet, or over the telephone.
Exception: Items from the BestSeller collection may not be reserved.
2. Once a cardholder has been contacted regarding the availability of a reserved item, it will be held for seven (7) days.
3. If a cardholder does not have his/her library card present, the items they wish to check out may be held for up to three (3) days.
4. If no reserves have been placed on them, most library materials owned by the Fremont Public Library District may be renewed for up to two additional loan periods. Patrons must have their library card or the items to be renewed present.
Exception: Items from the BestSeller collection may not be renewed.
4. Items obtained through inter-library loan may not be renewed.
5. Extended loan periods may be granted.

IV. LATE FEES, DAMAGED AND LOST MATERIALS

1. Late fees are charged on materials which are not returned on time. The late fee rate for most materials is \$0.10 per item, per day. Fees may accumulate up to a maximum of \$5.00 per item.
Exceptions: Late fees for BestSellers and DVDs are \$1.00 per day.
2. Charges are assessed on library materials which are lost, returned damaged or have missing pieces. Items will be declared lost approximately 2 months after the due date. The cardholder will be assessed the full replacement cost and a \$5.00 processing/cataloging fee. The Library will not accept donated materials as payment for fees owed.
3. Delinquent accounts may be sent to a collection service to recover outstanding fines and materials.
4. No refunds will be given.

V. SUSPENSION OF BORROWING PRIVILEGES

A cardholder's borrowing privileges may be suspended under any of the following conditions:

- ◆ Accumulated fines and charges in excess of \$5.00.
- ◆ One or more items overdue in excess of two months.
- ◆ Fines that have been unpaid in excess of two months.
- ◆ Patron contact information that is not current or accurate.

Borrowing privileges are reinstated immediately upon return of delinquent materials and/or payment of outstanding fines and charges.

VI. Equipment Damage

Library patrons use library materials at their own risk. The Fremont Public Library District is not responsible for damages that may occur to their equipment in the use of library materials.

NOTE: All circulation policies are subject to the judgment of the Library Director under special circumstances. Any decision made by the Library Director may be appealed in writing to the President of the Library Board. Decisions made by the Library Board are final.