

LIBRARY REGULATIONS

BORROWERS

- All residents of Glencoe who are at least four years old shall be eligible for a free library card. A resident applying for a library card must present photo identification showing name and current address.
- The signature of a parent or guardian is required for anyone under 14 years of age applying for a library card.
- Library cards are not transferable nor should they be used to borrow library materials for persons other than the one named on the card. Each patron is responsible for all library materials checked out on his or her card.
- If the card is lost or stolen, the patron should immediately notify the library so that use of the card may be blocked. If the patron does not notify the library, he/she is responsible for losses.
- Resident cards expire if not used at least once during a three-year period.
- Borrowing and other library privileges may be withdrawn for habitual infractions of rules or for continuous lack of consideration for other library patrons and staff.

NONRESIDENT CARDS

- Nonresident non-library taxpayers: In accordance with the Illinois Revised Statutes, the Library shall charge a nonresident family card fee at least equal to the cost paid by the residents of the village, with the cost to be determined annually according to the formula established by the Illinois State Library.
- Nonresident library property taxpayers: Nonresidents who own property in Glencoe and pay library property taxes will be issued a library card without charge in accordance with the Illinois Statutes.

CONFIDENTIALITY OF RECORDS

- Consistent with Illinois Law, records of patron transactions and the identity of registered library patrons are considered to be confidential material and will not be made available except in compliance with the law.

The library will not collect Social Security numbers from its patrons.

LOAN PERIODS & RENEWALS

- The loan period for most library materials is three weeks. The loan period for materials in heavy demand may be for shorter periods. Library materials may be renewed, with the exception of the following materials:
 - material reserved for another patron
 - Kindle ebook readers
 - entertainment DVDs
 - six-week vacation loans

- Renewals may be made in person, over the telephone, or through the library's website, www.glencoepubliclibrary.org
- Most older issues of periodicals are available for circulation. Those which are needed for reference assistance may be photocopied. A copier/scanner and a microform reader/printer are available for Library patrons. Copyright laws governing the duplication of these materials are posted in the photocopy room.

RESERVES/INTERLIBRARY LOAN (see also Interlibrary Loan Policy)

- Reserves will be accepted for most library materials and may be placed with library staff, by telephone request, or through the library's public catalog and website www.glencoepubliclibrary.org
- Patrons will be notified by telephone, email, or postcard when the reserved material is available. Reserved materials will be held for four days only.
- Reserved materials obtained through interlibrary loan will be held until the due date and then returned to the lending library if not picked up.
- Requests for materials owned by libraries that do not belong to the CCS consortium will be submitted for Glencoe residents only.
- In the rare instance in which the lending library assesses a handling fee for supplying material in response to an interlibrary loan request, that fee will be passed on to the patron.

FINES AND FEES

- A Schedule of Fines & Fees approved by the Library Board is available at the circulation desk and is also posted on the bulletin board (see Appendix 1) and on the library website, www.glencoepubliclibrary.org. The Schedule of Fines & Fees is subject to periodic review by the Library Board.
- Provision is made for returning materials through the bookdrop when the Library is closed.
- When a patron owes fines that equal or exceed the Delinquency threshold established by the Board, borrowing privileges will be suspended until such fines are paid.
- When a patron is in a Delinquent status for any unreturned overdue materials, borrowing privileges will be suspended until the materials are returned or paid for.
- The charge for lost and/or damaged library materials will be based on the replacement list price plus a \$3.00 processing fee.
- If previously lost-and-paid material is found, the amount of the refund will be the difference between the amount paid by the patron and the overdue fine computed from the original due date. There is no refund of the processing fee.
- No refunds will be made after three months from date of payment. Patrons using library materials obtained through reciprocal borrowing or interlibrary loan are subject to the regulations, fees, and charges of the owning libraries.

DECORUM/USE OF THE LIBRARY

- It is expected that patrons of the Library will abide by the usual norms of courteous and considerate behavior in public buildings, which extend to include interaction with other library visitors and the use of online resources.

- Inappropriate behavior will be brought to the attention of the person or persons concerned and proper behavior requested. Examples of such behavior include, but are not limited to, excessive or inappropriate conversations in person or while using cell phones, leaving explicit graphic images on the computer screen when ending a session. Refusal to cooperate will result in a request to leave the premises.
- Study areas, especially the Reference Room, require a strict observance of silence. Patrons who are causing a disturbance of any kind, or who are annoying others by unruly behavior, will be asked to observe the proper decorum. If the unacceptable behavior persists, they will be asked to leave the Library.
- In the case of minors who repeatedly violate Library Regulations, their parents will be notified and the minors will be so informed.
- For their own protection, children under the age of eight must be in the company of a caregiver over the age of twelve at all times, unless they are attending a supervised program.
- Parents and/or caregivers should remain in the building while children under eight years of age attend a program and collect the children promptly at program's end.
- Parents must pick up children by the library's posted closing time. The Public Safety Department will be called to attend to young children left more than 15 minutes after the library is closed.
- The consumption of food and alcoholic beverages is prohibited except when served as part of a library-sponsored program.
- Service dogs and appropriately designated companion animals are allowed inside the library; all other animals are prohibited.