

EUREKA PUBLIC LIBRARY DISTRICT

CIRCULATION POLICY

RESIDENT & TAXPAYER CARDHOLDERS:

The Eureka Public Library District (EPLD) is a tax-supported library; residents within the jurisdictional boundaries of the EPLD pay taxes to support the library. Those people who live within the townships of Olio and Cruger or those who own property within these boundaries need pay no additional fee to be eligible to receive their library card. To register, a photo ID and proof of address need to be presented and an application card filled out. For non-resident taxpayers, the current tax bill must also be presented. Cards are available for ages 3 and up. Children under the age of 14 must have a parent's signature on any initial application for a library card. Parents are responsible for any materials that their children borrow.

Library cards are renewed every three years without additional fees, provided the library cardholder continues to reside within the library district and is a patron in good standing. There is a fee of \$2.00 to replace damaged, destroyed, lost, or stolen library cards. Please see the Patron Registration and Privacy Policy for more details.

As a resident cardholder, the borrower identified on the valid borrower's card may use the library card at another reciprocal borrowing library to borrow materials. Those materials are the responsibility of the individual who borrows them, and are subject to all of the fines, rules, and regulations of the lending library. Often libraries limit the borrowing privileges of reciprocal borrowers, and it is best to understand local rules and procedures before making selections.

NON-RESIDENT CARDHOLDERS:

Individuals residing beyond the jurisdictional boundaries of the EPLD and not within the boundaries of another public library, and owning no property within the jurisdictional boundaries of the EPLD, may purchase a non-resident card for the price established by the State Library, if our library is the closest public library within the school district to their place of residence. Cards can be issued for every family member residing at the residence (ages 3 and up), and can be used at EPLD as well as at other libraries that participate in the non-resident reciprocal borrowing program.

To register for a non-resident card, the person must present a photo ID and proof of current address and fill out an application card. Proof of address can include, but is not limited to, utility bill, piece of mail, bank check/statement, or voter's registration card. Children under the age of 14 must have a parent's signature on any initial application for a library card. Parents are responsible for any materials that their children borrow.

See library staff for more information on the library's Non-Resident Card for Kids (low-income families) and Non-Resident Veterans (disability of 70% or greater) special cardholder opportunities.

DISTRICT 140 STUDENT CARDHOLDERS:

The purpose of this card is to provide library materials for students enrolled in District 140 and District 140 faculty/staff who do not live in the EPLD boundaries. This student card is provided by the EPLD

based on an annual Intergovernmental Agreement with District 140. To register, present your student ID, photo ID, or parent's photo ID. Staff will verify school enrollment. Children under the age of 14 must have a parent's signature on the application card. Cards expire at the end of August each year, subject to the annual renewal of the Intergovernmental Agreement. Student cards may only be used by the student. Student cardholders may not check out DVDs, Blu-Rays, hotspots, or Library of Things equipment. Please see the Student Card Usage Policy for more information.

CHECKOUT OF MATERIALS:

EPLD allows the following use of library materials by cardholders:

ITEM TYPE	CHECKOUT PERIOD	CHECKOUT LIMIT	RENEWALS	FINES	RESTRICTIONS
Books	3 weeks	100	1	0	
Books on CD	3 weeks	10	1	0	
DVDs & B-Rays	1 week	10	2	0	No juvenile or student cards
Magazines (adult)	1 week	unlimited	0	0	
Magazines (children's)	2 weeks	unlimited	2	0	
Toys (Tonie characters, puzzles, games)	2 weeks	3	0	\$1/day (\$5 max)	
Kits (STEAM, knitting)	2 weeks	1	0	\$1/day (\$5 max)	
Tonieboxes	2 weeks	1	0	\$1/day (\$50 max)	
The Library of Things (equipment)	1 week	2	1	\$1/day (\$50 max)	No juvenile or student cards
Hotspots	1 week	1	0	\$5/day (\$50 max)	Only Eureka patrons, no juvenile or student cards
Default (item type not listed above)	2 weeks	unlimited	2	0	

Circulation periods are set to assure equitable sharing of materials among community members. These limits can be adjusted by library staff based upon availability or need. Since library funds are not unlimited, the library does not allow unlimited renewals of materials.

Materials can be renewed by phone, in person, online through the library website (www.eurekapl.org), or on the RSA Cat app. Renewals will be denied when a hold exists on an item.

Courtesy notices of due dates will be sent to cardholders with an email address on file three days before the due date for items with a two or three-week checkout period and one day before the due date for items with a one-week checkout period.

HOLDS & INTERLIBRARY LOAN:

Patrons may place a hold on EPLD materials that are not immediately available for patron use. Library staff will contact the patron when the reserved materials are available. No holds are allowed on hotspots. Some items can only be placed on hold by EPLD cardholders (kits, equipment, magazines, Tonieboxes, toys).

Materials may also be requested from other libraries within the state of Illinois via online catalog or by contacting library staff. If the patron is willing to pay for postage, items might be available from libraries throughout the USA. See Interlibrary Loan Policy for more information.

OVERDUE FINES:

EPLD no longer charges overdue fines on books, books on CD, DVDs, Blu-Rays, and magazines. Fines will continue to be charged for higher priced items as follows:

- Toys (Tonie characters, games, puzzles): \$1/day to a max of \$5
- Kits (STEAM, knitting): \$1/day to a max of \$5
- Library of Things (equipment): \$1/day to a max of \$50
- Tonieboxes: \$1/day to a max of \$50
- Hotspots: \$5/day to a max of \$50

Once overdue, notices will be sent at three, five, and ten days overdue.

If an item or items are 14 days overdue, the item's status will be automatically changed to LOST and the full cost of each item, plus a \$5 processing fee per item, will be charged to the patron's account.

If a patron returns all items, all charges will be removed except the overdue fines for item types listed above.

Charges totaling \$5 or over will result in the patron's card being blocked until items are returned or payment is made. Parents are responsible for children's accounts.

DAMAGED & LOST ITEMS:

Patrons will be charged retail replacement or average replacement cost for any item that is lost or damaged beyond repair, plus a \$5.00 processing fee per item.

Materials borrowed through interlibrary loan that are lost or damaged are charged to the patron according to the bill provided by the lending library.

Patrons whose overdue, lost, or damaged fine total reaches \$5 will not be allowed to borrow any additional materials until payment is made. This includes overdue fines incurred for items belonging to other libraries. Any payment made to bring the total under \$5 will allow the patron to again check out library materials.

The library cannot reimburse the patron for an item that is returned after the library reorders the item. Patrons are not allowed to replace a lost or damaged item with a copy they purchase elsewhere.

COLLECTIONS:

EPLD reserves the right to enlist the assistance of the city or county police to retrieve library material from delinquent patrons, or in the case of a minor, the parents or guardian of the minor. In addition, a collection agency will be engaged to collect the retail amount and processing fees to compensate the

library for cost of unreturned materials after 30 days have passed from the due date. An additional fee of \$10 will be added to the total fees to cover the cost of the collection agency's services.

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