

**MIDLOTHIAN PUBLIC LIBRARY  
CIRCULATION POLICY**

**I. LIBRARY CARDS**

**A. Residents**

1. Library cards will be issued by the Midlothian Public Library to persons living within the incorporated boundaries of the Village of Midlothian upon presentation of proof indicating residence in the Village.
2. Library cards will be issued to children age 17 and under residing in the incorporated boundaries of the Village of Midlothian with the signature of the parent or legal guardian with whom they reside and who meets the residency requirement.
3. Applicants must present two valid forms of ID.
  - a. One must be a photo ID with address.
  - b. One must be a document bearing the individual's Village of Midlothian address. Examples include: mortgage, lease, property deed, utility bill, paycheck stub, piece of first class mail received within the last 30 days, most recent property tax bill, check book, bank statement, voter registration card, insurance card or vehicle registration.
  - c. Individuals age 18 and older who reside with a parent or guardian must present their own photo ID but may use as their second ID a document bearing their parent's or guardian's name and address until they obtain proof of residence in their own names.
4. Library cards are valid for three years from the month of issuance.

**B. Non-Residents**

1. Individuals who reside beyond the jurisdictional boundaries of the Midlothian Public Library whose closest public library is the Midlothian Public Library, not residing within the boundaries of another public library, and owning no taxable property within the jurisdictional boundaries of the Midlothian Public Library, may purchase a library card at the price calculated annually by the General Mathematical Formula.
2. Individuals who reside beyond the jurisdictional boundaries of the Midlothian Public Library but owning taxable property within these boundaries may obtain one individual non-resident library card without payment of the non-resident fee upon presentation of the most recent property tax bill.
3. An individual who reside beyond the jurisdictional boundaries of the Midlothian Public Library but owning a business located within these boundaries may obtain one individual non-resident library card without payment of the non-resident fee upon

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presentation of proof of ownership with an official piece of identification (e.g., rental agreement, utility bill, official business letter or bill, etc.).

4. Library cards are valid for one year from the month of issuance.

### **C. Staff**

1. A Midlothian Public Library card may be issued to library staff members who reside outside the jurisdictional boundaries of the Midlothian Public Library.
2. Staff library cards may be used only to check out materials at Midlothian Public Library or to access Midlothian Public Library digital resources.
3. Staff library cards are valid for three years from the date of issuance or until the staff member leaves the Library's employment, whichever comes first.

- D. The Midlothian Public Library will not issue cards or provide service to patrons who are known to have overdue obligations (in the form of unpaid fines or overdue, lost, or damaged material) at another library.

### **E. Renewal of Library Cards**

All library cards will have an expiration date affixed to the card and application. To renew a Midlothian Public Library card, a patron must present one photo ID and verify or update all contact information from their original application. All fines and fees must be paid before a library card can be renewed.

### **F. Lost or Stolen Library Cards**

Lost or stolen Midlothian Public Library cards must be immediately reported to the Library. The cardholder is responsible for materials checked out on the card until the card is reported lost or stolen to the Library. A fee will be charged for the replacement of a lost or stolen card, according to the Charges and Service Fees established by the Board of Trustees of Midlothian Public Library.

## **II. CONFIDENTIALITY OF RECORDS**

All records in the Midlothian Public Library relating to patron registration and circulation of materials are considered to be confidential in nature and in accordance with the Library Records Confidentiality Act (75 ILCS 70). The contents of registration and circulation records shall not be made available to anyone except authorized library personnel or as required by law.

## **III. RESPONSIBILITIES OF BORROWERS**

- A. Cardholders are responsible for all materials borrowed on their card and must agree to abide by the lending rules and all policies and regulations of the Midlothian Public Library. It is responsibility of the cardholder or the parent or legal guardian of a cardholder age 17 and under to notify the Library if the card is lost or stolen. Cardholders

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are responsible for all materials checked out on their card until the card is reported lost or missing.

- B. The parent or legal guardian of a cardholder age 17 and under is responsible for the child's selection of materials.
- C. It is the responsibility of the cardholder or the parent or legal guardian of a cardholder age 17 and under to notify the Library of any change of address, email address or telephone number.

#### IV. CIRCULATION OF MATERIAL

- A. Midlothian Public Library cardholders may present their library card or card number in order to check out materials. Midlothian Public Library cardholders will be allowed to check out materials without a card if they present a valid driver's license or state ID. Children age 17 and under holding Midlothian Public Library cards will be allowed to check out materials without a card if they can provide their name and one of the following: address, telephone number, or birth date.
- B. Cardholders from SWAN libraries may check out items at Midlothian Public Library by presenting the card issued by their home library.
- C. Cardholders from non-SWAN libraries in the state of Illinois may be registered as reciprocal borrowers at Midlothian Public Library by presenting their library card issued by their home library, filling out an application and presenting proof of address. The card presented must be in good standing and clear of any outstanding fines, overdue materials, and blocks.
- D. Materials have specified loan periods and must be returned on time and in good condition. Loan periods are defined in the Circulation Procedures document kept at the Checkout Desk.

#### V. OVERDUE MATERIAL

Materials held by a cardholder beyond the due date will be considered overdue, and fines will be assessed according to the Charges and Service Fees established by the Board of Trustees of Midlothian Public Library. The SWAN consortium will make a good faith effort to notify cardholders when their items become overdue according to their communication preferences and contact information set up at the time of library card registration. Overdue notification is a courtesy. The Library is not responsible if the notification is not received by the cardholder.

#### VI. LOST AND/OR DAMAGED MATERIALS

Lost or damaged material must be paid for before the cardholder can check out any more material. The cost of lost material will be determined by the cost listed in the Library database and/or determined by the Materials Services Manager. If material is judged by the Materials

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Services Manager to be damaged and unsuitable for the collection, full replacement cost will be charged.

**VII. EXCESSIVE FINES AND CHARGES**

- A. Cardholders who owe \$10.00 or more in fines or charges for lost or damaged items will have their cards blocked from use.
  
- B. Unpaid bills for lost or damaged items may be sent to a collection agency.

Adopted 10/2017