

**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 current, dated document bearing the individual's Village of Midlothian address. Bills, first class mail, or similar documents used as proof of address must be dated within the last 30 days.
 - b. Individuals age 18 and older who reside with a parent or guardian must present one ID in their own name 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.

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 who as an individual or as a partner, principal stockholder, or other joint owner own or lease taxable property within these boundaries or who are a senior administrative officer of a firm, business, or other corporation owning taxable property within these boundaries may obtain non-resident library cards without payment of the non-resident fee upon presentation of the most recent property tax bill or a copy of the commercial lease of that taxable property.
3. 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.

**MIDLOTHIAN PUBLIC LIBRARY
CIRCULATION POLICY**

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 until the staff member leaves the Library's employment.

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

E. Lost or Stolen Library Cards

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. The cardholder or the parent or legal guardian of a cardholder age 17 and under 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.
- 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 or card number if they present a valid photo ID. Children age 17 and under holding Midlothian Public Library cards will be allowed to check out materials without a card, card number or photo ID if they can provide their name and one of the following: address, telephone number, or birth date.

**MIDLOTHIAN PUBLIC LIBRARY
CIRCULATION POLICY**

- B. Cardholders from SWAN libraries may check out items at Midlothian Public Library by presenting the card issued by their home library or a valid photo ID.
- 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. Once registered, reciprocal borrowers may check out items by presenting their library card or a valid photo ID.
- 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.
- E. Renewals are permitted on many, but not all, library items, provided there are no holds on these items. Renewal rules are defined in the Circulation Procedures document kept at the Checkout Desk.

V. OVERDUE MATERIAL

- A. Materials held by a cardholder beyond the due date will be considered overdue.
- B. If an overdue item is not returned by 14 days after the due date, the cardholder's account will be blocked from use until the item is returned.
- C. If an overdue item is not returned by 42 days after the due date, the item will be considered lost, and the cardholder will be billed as described in section VI below.
- D. If an overdue item is not returned by 60 days after the due date, the bill will be referred to an outside recovery agency, which will pursue payment of the bill or return of the material. The fee that the agency charges the library for this service will be billed to the cardholder.
- E. 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

- A. If a cardholder loses borrowed library material, the cardholder will be charged for the full replacement cost of the material.
- B. If returned material is judged by the Materials Services Manager to be damaged and unsuitable for the collection, the cardholder will be charged for the full replacement cost of the material.
- C. The replacement cost of material will be determined by the cost listed in the Library database and/or determined by the Materials Services Manager.

**MIDLOTHIAN PUBLIC LIBRARY
CIRCULATION POLICY**

- D. In addition to the replacement cost, a processing fee will be assessed according to the Charges and Services Fees established by the Board of Trustees of Midlothian Library.
- E. If a long-overdue item that has been considered lost is returned in suitable condition, the replacement cost and processing fee will be waived. If the bill has been referred to an outside recovery agency, the agency's fee passed on to the patron will not be waived.

VII. EXCESSIVE CHARGES

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

Adopted 10/2017, Revised 5/2018, 9/2018, 5/2019, 10/2019, 1/2020, 7/2020, 8/2020