

Berkeley Public Library
Circulation Regulations

1. ELIGIBLE BORROWERS WITHOUT FEE

Cards are issued for three years to residents of the Village of Berkeley, Illinois. Teachers in schools serving the village of Berkeley, non-resident clergy of the Berkeley area churches who live in an area not served by a free public library, and employees (and their families) of the Village of Berkeley, the Berkeley Park District and Berkeley Public Library are issued cards for one year. Each local business or office will also be entitled to one card issued to an employee.

ELIGIBLE BORROWERS WITH FEE

An annual fee of \$250 as of 1/1/07 for a non-resident individual card includes all services within the Berkeley Public Library and member libraries of the Metropolitan Library System. Valid for one year.

2. LIBRARY CARDS

Individuals who are residents of Berkeley, with proof of residence, are eligible for a library card. You should bring a current Drivers License with a Berkeley address or a photo ID and one current proof of residence to apply for a card. (Please see Acceptable Identification chart.)

Individuals under the age of eighteen years of age are required to have a parent or guardians signature on their application cards. This signature signifies acceptance of responsibility for the return of, or payment of, all materials. Parents must provide proper Identification.

The patron's current library card, in good standing, must be presented to obtain materials. A patron whose card is lost or stolen should immediately report that information to the library. The patron is responsible for materials checked out prior to the card being reported lost or stolen.

Library cards are valid for three years, or until the patron moves from the Village of Berkeley.

Cards will be renewed upon expiration with current proof of address if there are no current charges pending.

Borrowing and internet privileges will be withheld from a patron if fines or charges of more than \$5.00 have accrued.

3. LENDING PROCEDURES

Circulation of certain types of materials or subject content may be limited at the discretion of the Director in time of unusual demand.

Materials will be circulated according to the most current loan rule chart.

All circulation records are confidential.

4. LOST OR DAMAGED LIBRARY MATERIALS

If any library material is lost or destroyed, the responsible patron will be charged the replacement price, plus a \$5 processing charged.

If the library material reported as lost or destroyed should subsequently be returned to the library, the replacement cost will be refunded to the borrower unless replacement material has already been purchased by the Library.

5. OVERDUE MATERIAL

Fines will be charge according to the most current loan rule chart.

Fines will accrue to a maximum of the replacement cost for the material.

6. RENEWALS

Berkeley materials can be renewed twice for a two-week period each with the following exceptions:

1. VHS or DVD - no renewals
2. Items that are on hold for another patron - no renewals

To renew materials, you may stop in at the library, call the library, or use the link to your account through the online catalog.

7. RESERVES

Patrons may reserve materials which are not immediately available for patron use, but are in the collection of the Berkeley Public Library. When the reserved materials are available to the patron who has placed the reserve, the library will notify the patron via phone or e-mail.

The specific title of the material will not be stated to anyone other than the library patron who placed the reserve. If the patron is not available by phone, a message will be left.

The date of the message will be noted and the material will be held for the patron for a period of five days. If additional patrons are waiting for the material, the next patron on the list will be called and notified of the availability of the item, and the same procedure will be followed. If no additional patrons are waiting for the material, the material will be placed back into general circulation.

The library will not leave more than one message regarding a hold on a specific item. Relay of the message to the appropriate person in the household, and prompt retrieval of the material, are the responsibilities of the patron.

8. RECIPROCAL BORROWING / INTERLIBRARY LOAN

When patrons want material that is not available within the Berkeley Public Library, we ask other agencies to provide it. This is the process of interlibrary loan.

Materials borrowed through interlibrary loan have a circulation period which is determined by the lending library, not the Berkeley Public Library. We are happy to borrow materials from other libraries for you, but we ask that you respect the date by which those materials must be returned to their home libraries. When the Berkeley Public Library is lax in returning materials borrowed through interlibrary loan, the library can lose the privilege of borrowing materials in that way for any of its patrons. It is crucial, therefore, that materials borrowed through interlibrary loan be returned in a timely manner. Habitual failure to do so may result in individual loss of the privilege in order to preserve the privilege for other library patrons.

Fines and fees for materials provided through interlibrary loan are at the discretion of the lending library. Berkeley public library staff cannot change or erase charges for late, lost or damaged materials provided through interlibrary loan.

9. VACATION LOANS

Vacation loans of Berkeley Library material may be made upon request to a library staff member.

10. DISCLAIMER

The Berkeley Public Library Board of Trustees feels that rules and regulations should be kept to a minimum. The regulations listed on these pages are believed to be necessary to preserve the library's facilities and continue to make them available to the community under pleasant conditions and at a cost which is equitable to all. These regulations are not all-inclusive and are subject to modification by the Library Board of Trustees.