



Borrowing Policy

In keeping with the Brimfield Public Library District's Vision and Mission, the Library is committed to ensuring equitable access to its collections and all available local, state, and federal library resources through the issuing of library cards and participation in reciprocal borrowing agreements. This Borrowing Policy defines eligibility requirements for a library card, borrowing guidelines and restrictions, and the Library's process for ensuring the timely return or replacement of Library materials.

Library Cards

The Brimfield Public Library District is a tax-supported public library; therefore, individuals residing within the boundaries of the District are not required to pay an additional fee to receive a card. Applicants must provide identification that verifies their current address within the District.

Library cards may be issued to non-residents in certain instances. See Non-Resident Cards for more information. Cards will not be issued to anyone known to have unresolved fines at another Resource Sharing Alliance (RSA) member library.

Card Application and Renewal

To apply for a new card or renew an existing card, you must visit the Library and present:

- A valid photo ID with the current address AND
 - One additional document with your current address (Ameren bill, etc.)
- OR
- A valid photo ID with your former address AND
 - Two additional documents with your current address

Patrons may use a document stored on their cell phones.

Acceptable documentation of address includes:

- Utility, medical, insurance, or other form of bill
- Motor vehicle registration
- Bank statement
- Rent receipt
- Apartment lease agreement
- Property tax bill
- Paycheck stub
- W-2, 1099, or other income tax statement
- Voter's registration card
- Student schedule or report card

- Learner's driving permit

Applicants may request a temporary card online by contacting info@brimfieldlibrary.org. Appropriate documentation, as listed above, must be verified before the temporary card will be issued. Temporary cards are valid for three months. Permanent cards will be issued once the card holder has signed the required documents in person at the Library.

Library cards are good for three years from the date they are issued or renewed. The Library must be promptly notified of any change in a patron's address or contact information. Proof of address will need to be shown triennially for renewal.

All Library communications and notices are sent via email. It is the patron's responsibility to provide the Library with a valid email address. If a patron does not wish to provide an email, they are responsible for all material due dates without reminders beyond initial notice.

Cards for Minors

Library cards are available to individuals of all ages. A parent or legal guardian must be present to sign the application for any child under 18. The parent or guardian shall be fully responsible for all fines, fees, and other obligations relating to their library card usage, until the cardholder reaches 18 years of age. The parent or guardian of a cardholder may ultimately be held liable for loss of or damage to library property, or fines and fees incurred by a minor cardholder, to the extent allowable under applicable laws.

Borrowing library materials is not limited by age. With a library card, children have access to all materials in the library's collection. Parents of minors assume responsibility for any guidance and oversight in the selection and borrowing of materials.

Lost/Stolen Card

When a cardholder reports a library card lost or stolen, the card shall be blocked, and that person will not be held responsible for any items checked out on the card after that date. Missing cards should be reported to Library staff promptly to avoid misuse and liability.

Expired Cards

Library cards must be renewed every three years. An email reminder with instructions for renewal will be sent to the cardholder 3 months prior to the card's expiration date. See Card Application and Renewal for the renewal process and requirements. Cards that are not promptly renewed and have been unused for 6 months will be deleted from the Library's system.

Replacement Card

Lost cards may be replaced for \$2.00. The fee may be waived if the previous card expired, has sustained extensive damage, or at the discretion of Library staff. Patrons must provide ID and proof of address when getting a replacement card.

Non-Resident Cards

Individuals residing in an area unserved by a public library may purchase a non-resident card from the closest public library to the applicant's residence for an annual fee. The Library's fee is based on the equalized assessed valuation of property in the District and is to be the non-resident's proportionate share of Library taxes paid by District residents. This fee extends all services offered by the Library, including reciprocal borrowing privileges, to the entire family. The card is valid for one year.

The Non-Resident Card Fee is \$372.72 effective 07/01/2024. The Library Board of Trustees reviews the policy for issuance of non-resident library cards annually.

Non-Resident Cards for Kids

In keeping with the Library's Vision and Mission and in accordance with the expansion of Cards for Kids legislation under Illinois Public Act 102-0843, the Brimfield Public Library District's Board of Trustees has adopted a policy of waiving nonresident fees for individuals 18 years and younger, regardless of their financial ability to pay for a nonresident card. Individuals 18 and under whose closest public library is the Brimfield Public Library, may apply for a free Cards for Kids card. Applicants must provide proof of residency. A parent or legal guardian must be present to sign the application for a library card for any child under 18. A Non-Resident Cards for Kids cardholder is entitled to the same services the library provides its residents.

Non-Resident Property Owner Card

A library card shall be issued at no fee to a non-resident who, as an individual or as a partner, principal stockholder, or other joint owner, owns taxable property within the Brimfield Public Library District. Some type of proof of ownership (i.e. tax bill, title, deed, etc.) must be provided in addition to personal identification. The card is valid for one year and may be renewed once documents are verified annually.

Staff Card

A Brimfield Public Library District card shall be issued to staff members who reside outside the limits of the Brimfield Public Library District. Individuals are responsible for materials checked out on a staff card, including lost or damaged materials fees. The card will be canceled when the staff member leaves the library's employment.

Confidentiality of Records

All records in the Brimfield Public Library District relating to patron registration and circulation of materials are considered to be confidential in nature in accordance with the State of Illinois Library Records Confidentiality Act (75 ILCS 70/1 et seq). The contents of registration and circulation records shall not be made available to anyone except authorized library personnel or as required by law. For more information, please refer to the library's Confidentiality of Records Policy.

Because of their financial responsibility, parents and legal guardians may be informed of overdue material checked out on their minor child's library card.

Borrowing Materials

The Brimfield Public Library District acquires and provides access to a wide range of materials in an array of formats. The Brimfield Public Library District is committed to resource sharing at the local, state, and national levels as demonstrated by our membership and participation in the RSA (Resource Sharing Alliance), RAILS (Reaching Across Illinois Library Systems), and OCLC WorldShare Interlibrary Loan. Our membership in various consortia demonstrates our beliefs that community connection and lifelong learning are collaborative endeavors.

The library sets loan periods which provide patrons with fair and reasonable access to the library's resources. The loan periods, loan limits, and other circulation parameters not covered elsewhere in this policy shall be set by the Library Director or their designee and may be adjusted as needed to fit the needs of the community and the library collection.

Responsibility for Checked Out Materials

All Brimfield Public Library District cardholders and reciprocal borrowers are bound by the rules and regulations established by the Library's Board of Trustees. A Library cardholder accepts full responsibility for all materials checked out on their card. The checkout limit is 200 items per card.

Holds and Interlibrary Loan Requests

Patrons may place holds on materials which are not immediately available but are in the collection of the Brimfield Public Library District. Patrons may request holds online, using RSACat, in person with library staff, over the phone, or on the RSACat Mobile App. When materials on-hold become available for pick-up, the library's automated system will notify the patron by email. The on-hold materials will not be released to anyone other than the library patron who placed the hold unless there is a signed release form on file. The materials will be held for pick-up for 10 business days. Prompt retrieval of holds is appreciated and is the responsibility of the patron.

Items not available in an RSA library must be requested via Interlibrary Loan through library staff, either in person, by phone, or email directed to info@brimfieldlibrary.org. Interlibrary Loan materials are circulated according to the lending library's policies.

Reciprocal Borrowers

Patrons with valid Brimfield Public Library District cards are eligible to use their cards at other Resource Sharing Alliance (RSA) member libraries. Likewise, patrons with valid library cards from other Resource Sharing Alliance (RSA) member libraries are eligible to use their library cards at the Brimfield Public Library District. Reciprocal borrowers may be limited in their access to certain services and materials as determined by library procedure.

Loan Periods and Renewals

The default checkout period for items is three weeks. Item(s) will automatically renew one time if they are not on hold for another cardholder. Once items are ineligible for renewal, items must be returned in a timely manner.

- Books, audiobooks, hotspots, kits, magazines, movies, Playaways, Rokus, and videogames circulate for 21 days.
- Downloadable and streaming content loan periods are set by the vendor. For more information, see the library's website.
- Not all items owned by the Brimfield Public Library District circulate. Because of their fragile state, some items, including, but not limited to, laptops and historical materials are for in-house use only. For more information, see the library's website.
- Extended Loans: Upon customer request, materials may be checked out for an extended loan, a loan period double the normal loan period. Restrictions apply to those materials that have been reserved by another customer or are not renewable. Extended loan materials may be renewed for a normal loan period.

Overdue, Lost, or Damaged Materials

As a courtesy to our patrons, The Brimfield Public Library District does not charge daily overdue fines. However, borrowers are expected to return or renew items in a timely manner as a courtesy to other borrowers. Library terminology will be used in this section as follows:

- **Overdue** – Borrowed material that has not been returned by the due date and has not yet aged to "Lost" status.
- **Lost** – Borrowed material that has been overdue for more than 21 days or that cannot be found and returned by the cardholder.
- **Damaged** – Material that has been returned and is determined by the library to be unusable.

Overdue Materials

Overdue notices will be sent to the email address associated with the patron's account. The patron is responsible for notifying library staff of any change of contact information. Overdue notices are sent as follows:

- **3 days prior to the due date:** Reminder courtesy notice email sent to patron
- **1 week after the due date:** 2nd Overdue notice email sent to patron
- **2 weeks after the due date:** Final email notice sent to patron with item replacement costs. Patrons are responsible for returning items in a timely manner before items are sent to a third party collection agency.

Lost Items

Items not returned after being overdue for 3 weeks will be considered lost. Cardholders are responsible for lost items including cases, containers, or additional contents. Lost items are billed to the patron account at the replacement cost. The lost item may be returned to the

Library in good condition and the lost item replacement fee will be removed from the patron's account. Replacement copies are not accepted in lieu of payment.

Third Party Collection Agency

The Brimfield Public Library District uses third party collection agency to recover long overdue materials. Items are considered long overdue after 3 weeks in lost status. Patrons with outstanding fines/fees totaling more than \$10 will be referred for collection. Upon being sent to collections, the patron's account will automatically be assessed an additional \$10.00 fee. Patrons are responsible for all collection fees incurred by the Library in its efforts to secure the return of all borrowed materials.

Reciprocal Borrowing Overdue Fines

All cardholders will have an overdue fine-free privilege when checking out at the Brimfield Public Library District. Brimfield Public Library District patrons may accrue daily overdue fines when checking out at other libraries in the RSA system and are responsible for any such fines.

Damaged or Missing Items

Cardholders are responsible for damage to items they borrow including cases, containers, or additional contents. Damaged items are billed to the patron account at the item's replacement cost. The damaged item will be offered to the patron to keep. Replacement copies are not accepted in lieu of payment. The Library is not responsible for any damage to personal equipment resulting from use of Library materials.

An item containing multiple parts cannot be checked in until all parts are accounted for. If a part is lost and unable to be replaced by staff, the entire item will be considered lost, and the replacement cost will be assessed. Replacement copies are not accepted in lieu of payment.

Blocked Cards

Brimfield Public Library District cardholders who owe \$5.00 or more in charges will have their borrowing privileges blocked until their charges have been paid or reduced below \$5.00. This applies to all RSA system libraries, not just the home library of the cardholder.