

Berwyn Public Library

Circulation Policy

Library Card Application

Every Berwyn resident is encouraged to obtain a current Reaching Across Illinois Library System card. Residents age 13 and under must have a parent or legal guardian present to accept responsibility for the minor's account. The library offers online registration through the library's website; online registrants are asked to pick up their card at the Circulation Desk with the same verification requirements as a first-time registrant.

To receive a first card the applicant must verify identification and residency by choosing one option from each column below:

Column 1: Verify Identification	Column 2: Verify Residency
<p>A) Government issued photo ID</p> <ul style="list-style-type: none">• Must show responsible party's name• May be either State or Federal <p>B) High school issued photo ID</p> <ul style="list-style-type: none">• Must show responsible party's name• Must be the current school year	<p>A) Showing one:</p> <ul style="list-style-type: none">• Current lease or mortgage statement• Utility bill, revolving account, or bank statement issued within past 30 days• Official first class mail postmarked within past 30 days – "Or Current Resident" not accepted• Checkbook w/ printed address• Current car registration or auto insurance <p>B) Having card mailed to residence</p> <ul style="list-style-type: none">• Initial restrictions apply, outlined below

Small Business Card

Businesses located in Berwyn are eligible for one free library card per business. The Business applicant must verify Berwyn ownership by showing either FEIN certification or City of Berwyn licensure. To verify the business address, the card will be mailed. By filling out an application the business owner acknowledges that they are financially responsible for all transactions charged to the card, including, but not limited to, charges for overdue, lost, or damaged materials. Business library cards will only be valid at the Berwyn Public Library, but will have full access to the collection, databases and equipment.

Updating Card

To replace a lost card or renew an expired account patrons with an existing card must clear them of fines in excess of the fine cap before a new card is issued.

To renew an existing account, change of name, or to change card status (Juvenile to Adult) the responsible party must present the old card. If the card is not presented at the time of application, it is considered lost and a fee will be assessed.

For address changes within Berwyn the responsible party must show identification that verifies new residency (Column 2).

In the event of a lost or stolen library card, the original card becomes permanently invalid, and a replacement card may be issued. Each replacement card will incur a fee. In the event of a stolen card, the fee may be waived if a police report is provided.

Current fees and caps

\$6.30 fine cap

\$3.00 replacement fee

(Charges are subject to change)

Verification of Residency by Mail

The responsible party may choose to verify their residency by having the library card mailed to their residence. Library cards will not be mailed to a Post Office Box; library notices may be received at a PO Box at patron request, but patron residence must remain on file.

If at any time a library card or notice is returned to the library through the post office, the patron's account may be stopped, and the patron asked to provide proof of residency from Column 2, choice A (above), before further use is granted.

On the day a mailed card is issued, the patron may check out up two print items.

Checkout

Berwyn Public Library patrons (residents and non-residents) must have a valid library card with them at the time of checkout and renewal. Items that are on reserve for a patron must be checked out on the card with which the hold was placed; said card must be presented at the time the item is picked up, regardless of who is picking up the item.

If a patron does not have his/her card with them, print materials will be held for 3 days, and non-print materials will be held until the close of the working day.

Berwyn residents may not check out material if:

1. They are not able to present their library card.
2. They have existing fines totaling \$5.00 or more.

Reciprocal borrowers are restricted to the same conditions unless their home libraries impose more stringent restrictions. Then, the home library limits are enforced, and materials will not be checked out.

Video/DVD

Patrons must present a valid library card to check out videos and DVD's from the library. Only 2 library cards may be used.

Patrons will be held responsible for any damage(s) caused to videos or DVD's while in their possession. Any tampering with an item will be just cause to have a patron's privileges revoked.

The Berwyn Public Library is not responsible for any damage(s) caused to patron and/or patron equipment due to use or misuse of Berwyn Public Library videos or DVD's.

There will be no exceptions made to these rules. The Berwyn Public Library reserves the right to revoke the privileges of any patron for any abuse of these rules.

CD ROM

All CD ROMs owned by the Berwyn Public Library are available free of charge to all patrons possessing a valid library card.

The Berwyn Public Library is not responsible for any damage(s) caused to a patron and/or patron equipment due to use or misuse of Berwyn Public Library CD ROMs.

Patrons will be held responsible for any damage(s) caused to CD ROMs while in their possession. Should damage occur as a result of removal of a protective label, the patron will be responsible for the replacement cost of the CD ROM plus any additional fees and/or fines. Any tampering with an item will be just cause to have a patron's privileges revoked.

The Berwyn Public Library circulates CD ROMs in accordance with US Code Title 17.

Small business equipment

The Library has a small circulating collection of equipment available to Berwyn business owners. This equipment has a one week loan period and may be renewed once if no other loan requests are pending. To ensure that the equipment is available when you need it, please contact the library for advanced loan requests.

The library is not responsible for any costs incurred while you are using the loaner equipment. The library does its best to provide you with clean, secure, and fully functional equipment, but cannot be held accountable for unforeseeable hardware failure.

Please be sure not to permanently save important data to the local hard drive (C:\drive) on a borrowed laptop. Please use some form of removable media to avoid losing your work.

When signing up for a "Small Business" library card, an Equipment Loan Agreement will need to be signed. This agreement states that you assume liability for the equipment while it is in your care and that you agree to return all equipment in good working order by the agreed upon due date.

At the inspection check-out, and check-in, we will confirm the condition of the equipment and verify that all parts are included. If any components of the equipment are missing upon check-in, we reserve the right to refuse acceptance of the equipment until all parts are returned. This refusal does not waive the late fee.

Please return loaner equipment on time. Do not place equipment in the book drop.

Material Limit

The Berwyn Public Library limits the number of items that may be checked out per library card to the following:

- 4 titles per subject area (call number) in non-fiction
- 6 videos or 6 DVDs per library card

Loan Period

Materials owned by the Berwyn Public Library are subject to the following loan periods set by the library:

Standard Loan Period	Material Type	Allow Renewal
3 weeks	Books; books on Tape/CD; language tapes; realia; Adult and Children's	Yes

	periodicals; pamphlets and pictures file items; corporation reports; college catalogs; encyclopedias; Cliffs Notes; plays; recordings; compact discs; cassette kits; cassette players	
3 weeks	Adult Kits (i.e. Hooked on Phonics); CD ROM's	No
1 week	Non-fiction videos/DVD's	Yes
1 week	Fiction videos/DVD's	No

Vacation Loan Period	Material Type	Allow Renewal
6 weeks	Books; books on Tape/CD	No
Does Not Apply	Reserve materials; Adult and Children's periodicals; pamphlets and pictures file items; corporation reports; college catalogs; encyclopedias; Cliffs Notes; plays; recordings; compact discs; audio cassettes; language tapes; realia; cassette kits; non-fiction videos/DVD's; cassette players; Adult Kits (i.e. Hooked on Phonics); CD ROM's; Fiction videos/DVD's	No

Renewal

Print materials and most non-print materials owned by the Berwyn Public Library may be renewed one time for one loan period unless a reserve has been placed on the material. Non-renewable material(s) or material(s) that have already been renewed one time may be transferred from one library card to another library card one time only. If there is a reserve on the material, it cannot be renewed or transferred and must be returned.

Renewals on materials may be completed either in person at the library, over the telephone or via the Internet. For telephone renewals, the patron must have his/her library barcode as well as the barcode numbers or titles for each item to be renewed. Items overdue 1 week or more may not be renewed.

Nonfiction videos may be renewed one time for one week, if the item is not overdue. Overdue videos and DVD's may only be renewed in person, after applicable fines are paid.

Non-print materials that may not be renewed include Fiction videos and DVD's; all CD ROMS; and adult kits.

Materials Drop Box (Book Return)

The Berwyn Public Library provides a book return for the convenience of patrons. The following rules apply to the usage of the book return:

- Fines will be assessed to late material(s) placed in the book return.
- Items placed in the book return on a day the Library is closed (i.e. Sunday, Holiday) will be checked in using the previous days' date. No fines will be charged for days the Library is closed.
- Patrons are responsible for any material(s) deposited in the book return until such material(s) is/are checked in at the Circulation Desk.
- Patrons will be held responsible for any damage(s) caused to material(s) returned to any book return.
- Audio Visual Material, CD ROMs, and Realia may not be returned to any book return, either outside or inside the building. Said material(s) must be returned to a Circulation Desk (Realia) or Audiovisual Desk (AV and

CD ROMs) inside the building during regular library hours of operation. If these material types are returned to the book return, a fee will be assessed and added to the patron's record. Should damage occur as a result of being returned in the book return, the patron will be charged the current market price of the item plus any additional fees and/or fines. Repeated use of the book return for said materials may result in the suspension or revocation of patron use of these materials.

Overdue Materials

- Overdue notices are mailed or emailed directly to the Library Card Holder. The Berwyn Public Library assumes no responsibility for receipt of notice by patrons, or if patron is a minor, by parent or guardian.
 - A 1st notice is mailed 2 weeks after the due date.
 - A 2nd notice is mailed 4 weeks after the due date, with the exception of videos.
 - A Billing Notice is mailed 6 weeks after the due date. Billing notices are not sent through email.
- At 8 weeks, the library receives a replacement notice. At this time, a determination by qualified staff is made to send or not to send a patron to the collection agency and the patron (or the parent/guardian who signed responsibility for the card, if the patron is a minor) is then responsible for the current market value of the item(s) and collection agency fee. The following criteria is used:
 - Patron has been sent 3 overdue notices.
 - Material has a current market replacement value of \$25.00 or more.
 - Exceptions to the 8 week collection agency billing will be determined by qualified staff based on item demand or value e.g. Hooked on Phonics, Best-Sellers and videos.
- After an item is overdue 1 year, the item is considered lost, and the patron is responsible for the total cost of the item.
- The Claims Returned option will be limited to 3 Claims Returned per patron per lifetime (regardless of number of prior library cards). No item is eligible for a Claims Returned until a Billing Notice has been received. At this point, the patron can pay for the item, replace the item, or, after agreed upon with qualified staff, claim the item returned. Once an item is claimed returned, the claim is permanently on the patron's record, even if the item is returned at a later date. Videos and DVD's are not subject to the Claims Returned option.

Fees Charged

Payments by cash or check are accepted at the service desk; payment can be made using a major credit card by the patron through their online library account. An additional \$25.00 will be billed to the patron record for checks returned marked "insufficient funds." For Berwyn residents, overdue fines will accrue up to \$5.00 before halting check out. For all other fines, patron record will be blocked until all monies due are paid.

- Overdue fines on Berwyn Public Library items:
 - Books, magazines, realia, and audio items are \$0.15 a day per item, not to exceed \$5.00 per item.
 - Videos, DVD's, CD-ROMs and Adult Kits are \$2.00 per day per item. The fine shall not exceed the cost of the item.
- Overdue print materials (including reference), non-print material and videos checked out at other libraries and returned to the Berwyn Public Library will be charged per day, per item at a fee determined by the owning library.

Materials that are lost or damaged beyond the point of repair are to be paid for in full at current market value. Library material checked out on a valid library card is the responsibility of the cardholder until the library card is reported lost or stolen. If the material is lost, the responsible person is required to pay the cost of replacing the item. Full replacement of said object(s) by same or comparable item(s) may be made after consultation with department head or appropriate staff member.

- If lost material is out of print or no longer available through a catalog vendor, the patron will be charged the replacement cost determined from standard antiquarian or secondary sources. The replacement copy shall preferably be new, but in any case in good repair.
- Rates charged for replacement of lost materials, if a current price cannot be determined, include:
 - General circulating book (paperback to hardcover): \$5.00 – \$25.00
 - Reference collection book \$60.00
 - Media: \$20.00 – \$100.00
- Circumstances, such as extensive bibliographic or antiquarian vendor search, may warrant a processing fee, and any appropriate fines will be applied at the librarian’s discretion.

A list of miscellaneous fees follows. Said fees are not negotiable:

Activity	Charge (per item)
Library Card Replacement	\$3.00
Video returned not rewind	\$1.00
Audio Visual Material, CD ROMs, and Realia returned to any book return	\$2.00
ILL material returned without the routing band	\$1.00
ILL material ordered from out-of-state	\$3.00

Fees Charged, continued

Lists of the charges that will be applied to patron’s library card if checked out items are returned damaged/missing follows. All damages are assessed on a case by case basis.

Activity (damaged or missing)	Charge (per item)
Barcode Label	\$5.00
Date Due Label	\$0.50
Date Due Card	\$0.10
Book Pocket (with sensor)	\$5.00
Book Pocket	\$2.00
Book Jacket	\$1.00
Sensor (AV)	\$3.00
CD Case	\$2.00
CD Insert	\$2.00
Cassette Case/Envelope	\$1.00
Cassette Insert	\$2.00
Book on Tape/CD Case	\$5.00
Cassette from Book on Tape set	\$7.50

Book on Tape Insert	\$2.00
Book on Tape Booklet	\$2.00
CD from Book on CD set	\$8.00
Book from Set	Current price for book replacement
Electronic Equipment	Current Market value
Video Case	\$1.00
DVD Case	\$2.00
Audio Booklet	\$2.00
Video/Booklet/Insert	\$2.00
CD ROM Security Sensor	\$2.00
CD-ROM Booklet	\$5.00
Realia Bag	\$5.00
Cassette Kit Bag	\$5.00
Toy Piece	\$2.00*
CD or Disc (accompanying item)	\$6.50
Rebinding	\$8.00
Damage to print items (i.e. torn page, ink mark, water stain) depending on condition	\$2.00 to \$5.00**
Cleaning/repair fee for Audio Visual items (i.e. DVD's, CD-Rom's) depending on condition	\$2.00 to \$10.00**
Processing Fee	\$5.00 to \$30.00**
*Based on whether missing piece still allows game to be played.	
**At librarian's discretion.	

Interlibrary Loan

Interlibrary loans are transactions in which library materials are obtained from libraries other than the Berwyn Public Library. The following guidelines govern the Interlibrary Loan Services provided by the Berwyn Public Library:

- The Berwyn Public Library will perform Interlibrary Loan transactions for materials within our library system (Metropolitan Library System) at no charge.
- Items not available within our system will be ordered for Berwyn residents only. Non-residents will be referred to their home library.
- For materials ordered from out-of-state there is a fee per item requested.
- The Berwyn Library cannot request types or formats of materials which they own but do not make available to other libraries through ILL.
- Interlibrary loan materials will circulate for the time allowed by the loaning library, which may be less than the time normally allowed by the Berwyn Public Library.
- The Berwyn Public Library materials' limit policy will also apply to Interlibrary Loan items.

- The staff at the Berwyn Public Library may, at their discretion, limit the number of requests a patron may make at one time.
- All ILLINET and OCLC items must be returned to the Berwyn Library.
- Interlibrary Loan items may be renewed for system ILL if a renewal is allowed by the lending library. ILLINET and OCLC materials cannot be renewed. Overdue ILL items cannot be renewed.
- Routing bands (gold, pink, or white) may not be removed from ILL items. There will be a charge for any Interlibrary Loan item returned without the band.
- If an overdue ILL item reaches billing stage, and the loaning library sends a bill to the Berwyn Library, the patron will be contacted by phone and given 1 week to return the item. If the item is not returned after that time, the bill will be paid by the Berwyn Library and the patron must refund the cost to the Berwyn Library. Once an item is paid for, the loaning library will not accept the item back.
- The Berwyn Public Library adheres to all guidelines set forth in the Metropolitan Library System Interlibrary Loan Policy.
- The Berwyn Public Library reserves the right to revoke the Interlibrary Loan privileges of any patron for any abuse of this policy.