



Circulation Policies

Loan Periods :

- 1) All circulating items owned by this library check out for 14 days.
- 2) If an item's due date falls on a day the library is closed, the item's due date will be moved to the next business day.
- 3) Items owned by other libraries are subject to the owning libraries' due dates.

Limits :

- 1) Patrons are limited to 10 videos, 10 CDs, and 2 videogames per household.
- 2) Patrons who have had a history of returning items in damaged or filthy condition may have a limit imposed upon them by the library.
- 3) Parents or guardians may limit the number or type of items checked out by their children.

Interlibrary Loan (ILL) :

- 1) The library shall be a member of the Illinois Library and Information Network (ILLNET), which governs resource sharing in the state of Illinois.
- 2) The library shall be a member of the Online Computer Library Center (OCLC) for both ILL and catalog records.
- 3) In order to best facilitate sharing the resources, the library shall be a member of a library system and a local automation consortium.
- 4) The library shall serve as the drop-off point for ILL materials going to and from Clinton public schools.
- 5) The library will both loan and borrow in all formats that it circulates.
- 6) Reference and local history materials will not be available for ILL.
- 7) The library shall comply with current Copyright Law (12 USC) governing both print and digital resources.
- 8) The library shall accept ILL requests via the automation consortium, OCLC, phone, email, or fax.
- 9) The library shall provide free photocopies for ILL.
- 10) The library does not charge fees for out-of-state ILL, except for return postage.
- 11) ILL privileges shall be extended to all patrons in good standing.

- 12) The library does not charge patrons fees for ILL.
- 13) Patrons shall be responsible for any lost or damaged ILL items.
- 14) New items shall be placed on local request for six weeks, after which they will be available to other libraries.
- 15) Reciprocal patrons in the library are allowed to borrow new items.
- 16) Rare or very valuable circulating items may be kept on local request and made available to other libraries on a case-by-case basis.
- 17) All ILL items, whether being borrowed or loaned, shall be inspected for damage before being put in delivery.

Overdue Items and Renewals : The library does not charge late fines. If a reciprocal patron owes late fines at his/her home library, he/she may pay those fines here. Fines in excess of \$5 will be sent on to the home library. Patrons who have overdue items may not check out more materials until the overdue items are renewed or returned. Items owned by this library may be renewed twice unless they are more than seven days overdue or are requested by another patron. Items from other libraries are subject to the owning library's renewal limits.

Lost or Damaged Materials : The cost of replacement or repair of any lost or damaged materials will be borne by the cardholder under whose name the materials were checked out. Patrons who have lost items on their accounts cannot check out additional items or use library computers until the items are returned or paid for. If a patron borrows and fails to return library materials with an aggregate value of \$50 or more, prosecution may be made under 720 ILCS 5/16-1. *Attorney reviewed and amended November 2019.*

Claimed Returned/Never Had Materials: Patrons may have up to two items marked "claimed returned" or "claimed never had" on their accounts and still have check-out privileges. Patrons who have three or more claimed items must pay replacement costs for those items before they can check out more. *Attorney reviewed and adopted November 2019*