

CIRCULATION POLICY

LENGTH OF LOANS

The Rochester Public Library circulates materials in a variety of formats including books, magazines, audiobooks and videorecordings. The following terms of loan are applicable as indicated:

Material	Length of Loan
Books	2 weeks
Audiobooks	2 weeks
Magazines	2 weeks for back issues, current issues are In-Library use only
Sound recordings	2 weeks
VHS/DVD	1 week
Reference	In-Library use only

The limit on materials is 6 DVDs per family. Other materials are “as many as you can carry”. Temporary restrictions may be necessary if there is a shortage of materials in certain areas or in order to ensure that an entire collection is not checked out at one time.

All items may be renewed in person, by telephone or by computer via the Library’s website for an additional two weeks (1 week for VHS and DVD) unless there are reserves on the title or the title is an interlibrary loan from outside the RPLS. If it is an ILL from outside RPLS, then the lending library’s policy takes precedence.

Circulation policies may be waived for an individual with the specific permission of the Library Director and designated staff. Vacation checkouts for extended periods of time are available (on Rochester Public Library materials only) at the discretion of the staff.

FINES AND FEES

The Rochester Public Library has established, in addition to the schedule for lost or damaged items, the following schedule of fines for overdue materials as well as fees for other services provided by the Rochester Public Library.

Overdue materials

An overdue fine of \$.10 per day will be charged for each item, up to a maximum of \$5.00 per item. A patron is considered delinquent when the fine total reaches \$5.00 and may no longer check out materials until the fine is reduced.

Fees

Copies: \$.10 per page.

Fax/transmission: \$2.00 for the first page, \$1.00 for each additional page. The cover sheet is excluded from the per page fee if the patron uses the Library’s cover sheet.

Fax/receipt: \$.50 per page. Rochester Public Library staff will make every effort to notify the individual of the receipt of a fax. The fax will be held by the library at the circulation desk hold shelf.

Computer printouts: \$.10 per page for black and white copies; \$.25 per page for color copies. This fee applies to all material printed by library printers.

INTERLIBRARY LOAN

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

Materials borrowed through interlibrary loan from member libraries of the Rolling Prairie Library System (RPLS) are subject to member library policies. The Rochester Public Library joins with all other RPLS member libraries in an effort to standardize the circulation policies among member libraries.

Interlibrary loan materials borrowed outside the RPLS have a circulation period which is determined by the lending library, not the Rochester 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 Rochester 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.

LOST AND/OR DAMAGED MATERIALS

Lost and Damaged Materials

Materials borrowed via any mechanism are the responsibility of the library patron.

If an item is lost, the borrower is liable for replacement cost of the item.

If an item is damaged, a charge will be assessed based on the cost of repair. If the item is damaged beyond reasonable repair, full replacement price will be charged.

Fines are waived when a borrower pays the replacement cost of a lost or badly damaged item.

The Library Director may place borrowing restrictions on a patron who habitually damages materials.

Replacement Costs

Replacement costs include the price of the material. If the material is no longer available, replacement costs will be the expense of obtaining materials of a similar nature.

Replacement costs of items borrowed from another library are determined by that lending library's policies.

Refunds

Refunds will be made for materials which patrons have paid for and subsequently found and returned to the library in good condition. Refunds will only be given to patrons who produce a receipt proving that the materials have been paid for, or when the duplicate receipt can be located in the library's receipt book.

RESERVES

Patrons may reserve materials which are not immediately available for patron use, but are in the collection of the Rochester Public Library and the RPLS Sirsi/Dynix Database. When the reserved materials are available to the patron who has placed the reserve, the library will notify the patron via phone or email. 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 indicating materials have been received. The date of the message will be noted and the material will be held for the patron for a period of 5 business days. If the materials are not picked up within the 5 business days and no additional patrons are waiting for the item, the patron will be recalled and given an additional 2 business days to pick up the materials. 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. Relay of the message to the appropriate person in the household, and prompt retrieval of the material, are the responsibilities of the patron.

Confidentiality

The Rochester Public Library, in accordance with the Illinois District Library Act, will keep all records about patron transactions and the identity of registered library patrons confidential. No such information will be surrendered unless the Library has received a court order for the information, and the library's legal counsel has been consulted.

BORROWING PRIVILEGES

REGISTRATION REQUIREMENTS

The Rochester Public Library is a tax-supported public library. This means that people residing within the jurisdictional boundaries of the Rochester Public Library pay taxes to support the library. Those people who live within the jurisdictional boundaries of the Rochester Public Library need pay no additional fee to be eligible to receive their library card. Library cards are renewed every three years without additional fees, provided the library card holder continues to reside within the jurisdictional boundaries of the Rochester Public Library and is a patron in good standing. There is a fee of \$5.00 to replace damaged, destroyed, or lost library cards.

As a card holder, the borrower identified on the valid borrower's card may physically take his or her library card to another library to borrow materials. Those materials are the responsibility of the individual who borrows them, and are subject to all of the fines, rules, and regulations of the lending library. Sometimes libraries limit the borrowing privileges of reciprocal borrowers, and it is best to understand the local rules and procedures before making your selections.

If you reside beyond the jurisdictional boundaries of the Rochester Public Library, and not within the boundaries of another public library, but own property within the jurisdictional boundaries of the Rochester Public Library, upon presentation of a tax bill bearing your name, you are entitled to obtain a library card without additional payment as is the case with people who reside within the jurisdictional boundaries of the Rochester Public Library.

Individuals residing beyond the jurisdictional boundaries of the Rochester Public Library and not within the boundaries of another public library, and owning no property within the jurisdictional boundaries of the Rochester Public Library, may purchase a non-resident card.

The fee for a non-resident card is calculated in the following manner: $\text{Library Local income} \div \text{Local Population} = \text{Per Capita Service Cost} \times \text{Average Number of People per Household} = \text{Average Cost per Household}$ yields the Annual Fee for a Family Card. This fee entitles the entire family to use the Library. Non-resident cards are renewed annually. A valid non-resident card allows a patron to borrow at other Illinois libraries as does a valid resident card.

The Library offers the same level and quality of service to patrons, regardless of type of card presented: resident, non-resident or reciprocal.

Adults wishing to register for a borrower's card, renew an expired borrower's card, or replace a lost, stolen, damaged, or destroyed borrower's card at the Rochester Public Library must bring with them two forms of identification, at least one of which bears their name and address and one of which is a photo id. These forms of identification include, but are not limited to, driver's license, utility bills, mail, or voter's registration card. The new borrower's card will be sent to the patron via the U.S. Mail and will be put into the mail to the patron within three working days of completing the registration. Replacement cards may be given to the patron at the library if there is no change of address. If there is a change in address, the replacement card will be sent to the patron via the U.S. Mail as with a new registration.

Children under the age of 13 must have a parent's signature on any initial application for a library card. The application must be completed with both the child and the adult present in the library. Children under the age of 16 may use the proof of residency provided by their parent. Children 16 and over may choose to provide their own proof of residency, or use that of their parent.

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