

CIRCULATION AND INTERLIBRARY LOAN

The Urbana Free Library promotes the heaviest possible use of its circulating collections by people who are authorized to borrow materials from the Library.

1. TYPES OF LIBRARY CARDS

a. Resident

Library cards are available to all persons residing within the city limits of Urbana (Cunningham Township). Resident cards are valid for three years from the date of issue. If a person holding a resident card moves outside the Urbana city limits, that card immediately becomes invalid.

b. Non-resident property owner

Library cards are available to persons who pay Urbana city property taxes but do not reside within the city limits. Non-resident property owners must provide a current, receipted tax bill on which the individual's name appears as an owner of property located within the city limits of Urbana. Such cards are issued only to those persons whose individual names appear on current tax bills, or who otherwise qualify for cards under the provisions of 75 Illinois Compiled Statutes 5/4-7.12. In accordance with Illinois State law, only one non-resident card is issued per parcel. Non-resident property owner cards are valid for three years from the date of issue. If a non-resident property owner holding a card sells his or her property within the Urbana city limits, that card immediately becomes invalid.

c. Institution/Business

An institution or business that occupies a property located within the city limits of Urbana may obtain a card at The Urbana Free Library. Only one card is issued per Urbana location in the name of the owner, administrator, or other principal or officer of that entity. The card must be presented at checkout unless the borrower is the person whose name appears on the card and presents photo ID. The cardholder is responsible for all materials checked out on the card, no matter who the actual borrower is. Cards issued to Urbana businesses and institutions are valid for three years from the date of issue. If a business or agency moves outside the Urbana city limits or permanently ceases business operations, the card immediately becomes invalid. Institutional residents are not issued personal cards unless the institution in which they reside agrees to take responsibility for materials borrowed by the residents.

d. Reciprocal borrower

The Urbana Free Library honors valid cards issued by Illinois public libraries that participate in reciprocal borrowing. Such borrowers must show a valid card from an Illinois public library that is in good standing and that meets all of the registration requirements listed in Section 4 below. Cards issued to reciprocal borrowers are valid until the expiration date of the home library card.

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e. Paid non-resident

All borrowers who do not pay Urbana city property taxes and whose property is located within Urbana School District 116 must pay an annual tax-substitute fee to obtain library cards. The fee covers all household members living at the same address. The tax-substitute fee will be based on the entire tax bill that includes the parcel on which the owner's home is located. Non-resident renters must provide a lease or other document listing the rent for the entire rental unit (not just the portion of rent due from one occupant of a shared unit).

Businesses may purchase non-resident cards in the name of the owner, administrator, or other principal or officer, as long as only one such non-resident card is issued for the property. The business must supply a tax bill or rent evidence for the business property.

The Urbana Free Library will not honor paid non-resident cards sold by other libraries to residents of Urbana School District 116.

All paid non-resident cards are valid for one year.

1. Calculation of tax-substitute fees

The annual fee for non-resident property owners is based upon the current library tax rate and the property's current taxing value, rounded up to the next \$5.00 increment. The annual fee for renters is calculated at 15% of the monthly rent, rounded up to the next \$5.00 increment. The fee for subsidized housing is based on the original rent, not the amount reduced by the subsidy. For people living rent-free, the Library attempts to establish the value of the property or rent in order to calculate the appropriate non-resident fee.

2. Refunds on tax-substitute fees

Refunds on tax-substitute fees are issued to purchasers of non-resident cards whose residence is annexed by the City of Urbana or who move within the city limits of Urbana (Cunningham Township) before the card expires. Refunds will equal the remaining value of the card.

Non-resident borrowers who leave Urbana before their cards expire do not receive refunds, nor may unexpired cards be transferred to other non-resident borrowers. However, the Library will honor the non-resident cards until expiration.

2. CHILDREN'S CARDS

a. Children through fifth grade

i. Issuing cards

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Children's cards are issued to parents, guardians, or other responsible adults at their request for their children through fifth grade. The cards will be made in the child's name and the parent/guardian/other responsible adult's name will be kept elsewhere in the account, though the card technically belongs to the parent/guardian/other responsible adult. Children's cards must be signed by parents, guardians, or other responsible adults. Adults signing library cards for children must provide verification of their identities, verification of Urbana residential addresses, and complete birth dates. If a child is not present when his or her card is first issued, the card is held at the Library and may not be used until the child picks it up in person.

A non-custodial parent is entitled to cards for his or her minor children even if the children do not reside permanently with the parent, provided that the parent is an Urbana resident. The parent must sign responsibility for the cards for his or her children through fifth grade.

ii. Responsibility for children's cards

The parent, guardian, or other responsible adult who applies for and who signs for a card in his/her child's name is responsible for all materials borrowed on that card, whether or not the card remains in his/her possession or in the child's. As such, the person who has applied for and who has signed for responsibility on the card in his/her child's name is entitled to have the notices sent to his/her attention.

If the parent, guardian, or other responsible adult has a suspended library card, no other cards may be issued until the responsible adult clears the suspended card.

When use of a card issued in a child's name is suspended and the debts for such causes as unpaid late fees or long-overdue materials are referred to a collection agency, the adult library card of the parent, guardian, or other responsible adult who applied for and who signed for that child's card also is suspended until the cause of the suspension has been rectified.

iii. Requested revocation of children's borrowing privileges

Parents, guardians, or other responsible adults who have previously applied for borrowing privileges for a child through fifth grade may revoke those borrowing privileges by notifying the Library in writing. Privileges are not revoked for specific classes of materials only.

b. Young adults in sixth through twelfth grades

Any resident or non-resident student in sixth through eighth grade, or any home-schooled student age 11 through 13, is issued a middle school card. Middle school cards are considered limited-privilege adult cards to minimize the potential for late fees.

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Any resident or non-resident student in ninth through twelfth grade, or any home-schooled student age 14 through 17, is issued a high school card, which has full adult borrowing privileges.

The name and current address of a parent or guardian is required for all middle school and high school cards, although a parent or guardian need not be present for the card to be issued and does not assume responsibility for use made of the card.

3. VISITORS

“Visitors” are defined as persons who have not established residential addresses in the Urbana or Champaign school districts, including persons staying at local motels and hotels, guests of local families, or persons with no permanent addresses. Materials are loaned to visitors upon receipt of a cash deposit equivalent to the value of the items borrowed as determined by the Library. The cash deposit will be refunded when all parts of borrowed items have been returned and determined to be in good condition.

4. REGISTRATION REQUIREMENTS

With the exception of library cards issued for home delivery and retirement center service, cards are issued in person only. Library users must meet all of the following requirements:

a. Verification of identity

Verification of identity may be provided by a non-expired photo ID such as a driver’s license, state ID card, school or university ID card, employer’s ID card, consulate card, or other officially issued, printed photo ID card.

b. Verification of address

If the photo ID used to verify identity does not include a current address, the Library will accept an apartment lease or rent receipt, a mortgage book, mail (preferably a bill) with a postmark within the last 30 days, a telephone book or online telephone database listing, or a pay stub from within the last 30 days. An Urbana Free Library card or other address verification in the name of another family member can be accepted as long as the Library staff can reasonably connect the card applicant with that family member. Library cards mailed to establish proof of address cannot be used until presented at the Library for the first time.

c. Birth date, including year

d. Parent or guardian contact information for persons under the age of 18

The Library requires the name and current address of a parent or guardian for persons under age 18.

e. Cardholder signature

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By signing his or her library card, the cardholder certifies that the information provided at the time of application is correct and accepts responsibility for all items borrowed and for using the card in accordance with Library policies.

Library users who refuse to provide this information or to sign their library cards are not issued borrower cards.

5. RENEWAL OF CARDS

Expired cards are renewed if the cardholder's borrowing privileges have not been suspended (Section 16), he/she presents current documents verifying identity and proof of address (Section 4), and pays any outstanding fees to put the card in good standing.

For middle school, high school, and adult cards, cardholders must be present to renew.

Exceptions:

- Elderly or disabled cardholders if a family member or caregiver brings the person's existing library card, current photo ID, and proof of address.
- Participants in the Library's home delivery service or in the retirement center courtesy delivery service.

For children's cards, the following options are available:

- Parents or guardians may renew the cards of children for whom they have previously applied and signed, whether or not the children are present.
- If an adult other than the original parent or guardian renews the card for the child, then that person becomes the responsible person for the account in that child's name. In this situation, the child must be present to renew the card.
- If the name or address of the parent, guardian, or child has changed, staff must verify the address as required for applications for new cards.

Reciprocal borrower cards are renewed only after verifying the card is current and in good standing at the home library.

6. CARDHOLDERS' RESPONSIBILITIES

- Failure to receive courtesy pre-overdue, overdue, and billing notices does not excuse charges incurred for the late return or non-return of materials. Reciprocal borrowers must supply contact information for email or text messaging to receive courtesy notices.
- Borrowers must present their library cards or officially printed photo ID to borrow materials at the circulation desk. Holders of children's cards must present personal identification or be able to provide the key data in their library accounts.
- Borrowers who wish to use self-check stations must have their library cards with them or type in the appropriate library barcode number and password. Library staff will not look up a cardholder's barcode number.

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- Borrowers are financially responsible for any materials that have been checked out on a lost or stolen card prior to reporting the loss or theft to the Library.
- Borrowers are financially responsible for any fees accrued if an item's specific return requirements are not followed.

7. DAMAGED AND LOST MATERIALS

- Borrowers must pay for damaged items and lost items. Library staff determine whether damaged items should be replaced. Replacement charges are set by the item's original purchase price in the Library's catalog. The Library does not accept replacement copies supplied by the borrower.
- Lost-and-paid-for items are refunded only if the items have not already been withdrawn from the collection. Borrowers still are responsible for late fees up to the day the items are returned.

8. OVERDUE FEES

The library makes a conscientious effort to notify each borrower of overdue materials, but the responsibility for returning materials is the borrower's alone.

a. Late fees

- eReaders and equipment: \$1.00 per day per item.
- DVDs, video games, board games and kits: 50¢ per day per item.
- Electronic devices for in-library use: 50¢ per hour per item.
- All other Adult Services materials: 20¢ per day per item.
- All other Children's Services materials: 10¢ per day per item.

The Library's administrative staff establish the late fees and the maximum late fees that accrue on the Library's items.

b. Interlibrary loan

Late fees for items that belong to Champaign Public Library follow the overdue policies at Champaign. Late fees for items that belong to libraries that do not share the CU Catalog follow the overdue policies of The Urbana Free Library.

c. Collections

Borrowers with account charges of \$50 and above will be referred to a collection agency and assessed an additional, non-refundable collection fee. Failure to return library books and other materials after a reasonable length of time violates City ordinance and in extreme cases may result in legal action.

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9. LONG-OVERDUE MATERIALS

Borrowers with long-overdue Urbana Free Library items (28 days overdue) may not borrow additional materials until all such materials have been returned and/or charges paid. Urbana Free Library items that are 42 days overdue will be billed to the borrower.

10. HOLD REQUESTS

Hold requests are accepted for all circulating materials and are normally held for no longer than seven days. The Library does not accept “standing holds” for multiple items, such as requests for all new issues of specific magazines. Urbana cardholders receive priority for hold requests on items in the Urbana collection. For collections with high demand, the Library may limit hold requests to Urbana cardholders or Urbana pickup.

11. INTERLIBRARY LOAN FOR CARDHOLDERS

Interlibrary loan of items outside of CU Catalog is limited to cardholders of The Urbana Free Library. The Archives places ILL requests for non-Urbana cardholders to support local history and genealogy research only.

a. Limitations on use of items borrowed

The Urbana Free Library enforces any limitations imposed by the owning library on the duration or locations of use for interlibrary loan items.

b. Charges for interlibrary loan services

The Library charges for interlibrary loan items supplied by all out-of-state libraries and by in-state libraries known to charge. The borrower must agree to the charge at the time of the request.

As specified in Section 8, the Library charges late fees for interlibrary loan materials returned overdue. The Library also charges for interlibrary loan items that are not returned or returned with damage.

12. INTERLIBRARY LOAN OF URBANA FREE LIBRARY MATERIALS

The Library is committed to lending its materials to other libraries promptly and in accordance with the ILLINET Interlibrary Loan Code, but limited by the needs of Urbana cardholders. Local demand and local holds take precedence over interlibrary loan requests.

The Library limits or does not supply interlibrary loan of the following:

- Non-circulating materials.
- Magazines.
- Items from limited collections.
- Items with heavy local demand.

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- Items for which staff cost may outweigh cost of the item.

In accordance with the ILLINET Interlibrary Loan Code and the Library's Photocopy, Print, Fax, and Research Policy, the Library does supply photocopies. The Urbana Free Library's charges for interlibrary loan are intended to comply with the ILLINET Interlibrary Loan Code.

13. RECIPROCAL LOANS TO URBANA FREE LIBRARY CARDHOLDERS

The Urbana Free Library does not accept responsibility for reciprocal loans to its cardholders by libraries that do not first consult the Library to determine whether these cardholders are in good standing at Urbana.

14. LIMITATIONS ON BORROWING

As the situation demands, the Library administrative staff establish limits on quantities of and types of materials that may be borrowed. DVDs, board games, and electronic devices are not available for borrowing on cards issued in the name of children through fifth grade. Electronic devices are not available for borrowing on cards issued in the name of children under ninth grade. All other library materials are available to cardholders of all ages.

15. NON-CIRCULATING MATERIALS

The Library administrative staff determine which categories of materials are not available for circulation, including reference materials, newspapers, microforms, and the most recent issue of each magazine. Archives materials are not available for loan, although under certain circumstances items may be borrowed overnight at the discretion of the Director of the Archives.

16. SUSPENSION OF PRIVILEGES

The following situations lead to the suspension of borrowing privileges until the situation is corrected by the borrower:

- An expired card.
- Accumulated charges in excess of \$10.00.
- Any item overdue more than 28 days (Section 9).
- Return to the Library by the Post Office of mail addressed to the borrower, if the borrower's forwarding information specifies a non-resident address, or if the Library has no valid forwarding address within the City of Urbana.
- Request by a reciprocal borrower's home library to suspend borrowing privileges until outstanding fees have been paid to the home library.
- Suspension of the card applied for in the name of his/her child and for which the borrower has signed (Section 2).
- Incomplete or false information on a registration form.
- A check returned for non-sufficient funds (NSF). The full amount of accumulated charges and the Library's NSF fee must be paid by cash, cashier's check, or credit/debit card to restore borrowing privileges.

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