

**I. Patron Registration**

1. Any person residing in the Fremont Public Library District is eligible to receive a library card. Library cards are issued to any patron who presents valid identification proving residency within the boundaries of the District. Identification must include a photo ID and current address.
2. Cards issued to patrons under the age of 18 will require a parent or guardian to show identification and sign the application accepting responsibility for items checked out on the card. Both the child and the responsible adult must be present at the time of the application and any other library account(s) for which the adult has accepted responsibility must be in good standing.
3. Any nonresident or senior administrative officer of a firm, business, or corporation owning taxable property within the district is eligible for one library card per parcel of taxable property. Presentation of the most recent tax bill is required and the card will need to be renewed annually.
4. Any patron applying for an FPLD library card after moving from another library service area will be required to fulfill any outstanding obligations they may have with their former library before an FPLD card will be issued.
5. The patron is responsible for all use of their library card (or cards to which they are responsible) unless it is reported as lost or stolen to the library.
6. A valid library card, or a valid Illinois driver's license or state identification card, must be presented each time a patron wishes to check out library materials or request information pertaining to their patron record.
7. Visitors from libraries outside of the Fremont Public Library District may register their valid home library card for use at the Fremont Public Library and will be subject to all conditions outlined in this policy.
8. Temporary library cards are available for nannies, au pairs, exchange students, and relatives on extended visits. The host family must provide proper identification and sign the application accepting responsibility for any materials checked out. Other requests for temporary cards may be granted on a case-by-case basis.
9. To ensure the accuracy of patron information, all library cards issued to adults over age 18 automatically expire every three years. The account must be in good standing and proof of residency must be presented to reactivate expired cards. Inactive library cards in good standing are deleted every 3 years as part of ongoing database maintenance. Cards issued to patrons under the age of 18 will expire on the child's 18<sup>th</sup> birthday, at which point the 18-year-old may sign accepting responsibility for their own card.

10. The Fremont Public Library District participates in the state of Illinois' non-resident library card program, as prescribed in Illinois Law (75 ILCS 16/30-55.60), allowing eligible non-residents of the District to obtain a fee-based library card good for one year.

**II. LOAN PERIODS & QUANTITY LIMITS**

1. The vast majority of materials check out for 3 weeks. To ensure fair and equitable access and still maintain priority to Fremont cardholders, shorter loan periods and smaller quantity limits may be applied. See appendix A.
2. In-House Loans. Some library materials (such as certain Reference Books, yearbooks, and investment guides) and equipment (such as headphones, laptops, and disc drives) are available for patrons to check out to use inside the library. Items checked out for in-house use may not be taken outside the building under any circumstances. If an in-house loan item is removed from the premises, the patron to whom the item is checked out will have their account blocked and will be charged for the full retail replacement cost of the item, including any and all accessories, cases and software applications considered part of the checkout.

**III. RESERVES AND RENEWALS**

1. Most circulating materials owned by the Fremont Public Library District may be reserved by Fremont cardholders. Priority is given to Fremont cardholders for any reserved materials; non-Fremont cardholders may not be able to place holds on all items. See Appendix A for the specific exceptions.
2. If a cardholder does not have his/her library card or Illinois driver's license or state identification card present, the items they wish to check out may be held for up to five days.
3. Most library materials owned by the Fremont Public Library District may be renewed for up to two additional loan periods, provided that no patrons have placed a reserve for the material. See Appendix A for the specific exceptions.
4. Items obtained through inter-library loan may not be renewed.
5. Extended loan periods may be granted on a case-by-case basis. Please inquire at the Checkout desk.
6. Book Club members may be granted extended due dates provided their club is registered through Fremont. You must be a Fremont Public Library cardholder in order to register a book club.

**IV. DAMAGED AND LOST MATERIALS**

1. Charges are assessed on library materials which are lost, returned damaged or have missing pieces. Items will be declared lost 45 days after the due date. The cardholder will be assessed the full replacement cost. The Library will accept a new replacement copy of a lost or damaged item as long as it is unused and an exact match in lieu of payment. In the case of materials not available for purchase by the public, such as a library edition book on CD, the patron will be required to pay the replacement cost.
2. Lost or damaged items obtained through Inter-library Loan – refer to Inter-library Loan Policy.
3. Delinquent accounts may be sent to a collection service to recover outstanding materials.
4. Refunds of paid bills for lost items will only be issued if the original item is returned in good condition within one week of the bill being paid.

**V. SUSPENSION OF BORROWING PRIVILEGES**

1. A cardholder’s borrowing privileges may be blocked under any of the following conditions:
  - Accumulated fees and charges in excess of \$10.00.
  - One or more items two weeks overdue.
  - 75 or more overdue items.
  - More than 150 items checked out at any given time.
  - Patron contact information that is not current or accurate.
  - Excessive damage to library materials
2. The library reserves the right to suspend borrowing privileges for all members of a family or household if any member of the same family or household has a suspended account.
3. Borrowing privileges will usually be reinstated immediately upon satisfactory resolution of the above conditions, however excessive abuse of any of the above may result in permanent suspension of library borrowing privileges or restrictions on patron borrowing. In this case the cardholder will receive a letter alerting them to the suspension and the length of time that the restrictions will last.

**VI. EQUIPMENT DAMAGE**

Library patrons use library materials at their own risk. The Fremont Public Library District is not responsible for damages that may occur to the patron’s personal equipment in the use of library materials.

NOTE: All circulation policies are subject to the judgment of the Library Director under special circumstances. Any decision made by the Library Director may be appealed in writing to the President of the Library Board who will determine if the matter will be brought to the Board as a whole for further action. Decisions made by the Library Board are final.

## APPENDIX A – REVISED 10.5.20

**Loan Periods and Quantity Limits**

ITEM TYPE	LOAN PERIOD	LIMIT
Books & all items not listed below	3 weeks	75 total items
AV Equipment (Roku, Go Pro Hero, Nintendo Switch, etc.)	1 week	1
Blu-rays & DVDs: New or High Demand	1 week	10
Blu-rays & DVDs: New TV Series	3 weeks	10
Computer Equipment (USB Video Cam, Slide Converter, etc.)	3 weeks	1
Equipment	1 week	1
Hands-on Kits & Board Games	3 weeks	5
Launchpads	3 weeks	2
Mobile Hotspots	1 week	1
STEAM Equipment (DVD player, Binoculars, Telescopes, etc.)	3 weeks	1
Videogames: New	1 week	2
Videogames (not new)	3 weeks	5

**Holds and Renewals Restrictions**

*Anything not listed below is renewable and reservable.*

ITEM TYPE	RENEWABLE?	HOLDS ALLOWED?
Any items marked “New” or “High Demand”	Yes	Fremont cardholders only
AV Equipment	Yes	Fremont cardholders only
Book Club Collection	Yes	Fremont cardholders only
Computer Equipment	Yes	Fremont cardholders only
Hands-on Kits & Board Games	No	Fremont cardholders only
Launchpads	Yes	Fremont cardholders only
Mobile Hotspots	Yes	Fremont cardholders only
Puzzles	Yes	No
STEAM Equipment & Telescopes	Yes	Fremont cardholders only