



## Operating Policy

### 1. Hours of Operation:

- A. The Main library will be open from:  
9:00 A.M. to 9:00 P.M. Monday through Thursday  
9:00 A.M. to 6:00 P.M. Friday  
9:00 A.M. to 5:00 P.M. Saturday (September –May)  
1:00 P.M. to 5:00 P.M. Sunday (September-May)

The Minooka Branch will be open from:  
10:00 A.M. to 8:00 P.M. Monday through Thursday  
10:00 A.M. to 6:00 P.M. Friday  
10:00 A.M. to 5:00 P.M. Saturday (September –May)  
1:00 P.M. to 5:00 P.M. Sunday (September – May)

Both facilities will be closed at 3:00 on Saturdays and closed on Sundays between Memorial Day and Labor Day.

- B. The library will be closed one day each year for the Annual Staff Development Day.
- C. The library will close for the following holidays: President's Day, Easter Sunday, Mother's Day, Memorial Day, Labor Day, 4<sup>th</sup> of July, Thanksgiving Day, Christmas Eve, Christmas Day, New Year's Eve, New Year's Day. Not all of these are paid holidays. In the event that a holiday falls on a day the library is regularly scheduled to be closed, the Executive Director shall choose the alternate day to close.

### 2. USE OF LIBRARY SERVICES

#### A. LIBRARY CARDS

Library users are registered as borrowers under the following classifications. Proof of current residence or eligibility in the Three Rivers Public Library District (TRPLD) borders is required. Applicants must present a photo ID; additional proof may be requested. P.O. boxes are not acceptable as proof of residency.

Library cards are issued for 3 years, unless otherwise noted. The card holder is responsible for all items checked out on his/her card.

**ADULT RESIDENT:** Persons who are 18 years of age and older.

**YOUTH RESIDENT:** Persons who are age 17 and under. The child's parent or guardian must sign the application. Staff may request proof of guardianship.

**STAFF:** Current employees of TRPLD that do not live in the district will be issued a card for the duration of employment.

**NON-RESIDENT PROPERTY OWNER:** A property owner, whose main residence is in an area unserved by a public library, may apply for a TRPLD card upon proof of eligibility.

**NON-RESIDENT FEE:** Non-residents who live in an area where no library service is provided by a unit of government and are not property owners within the library district boundaries pay an annual fee for service. The tax bill method formula is used to determine the fee, in accordance with Illinois State Law.

**RECIPROCAL:** Such cards may be issued to persons with current, valid library cards from any library in Illinois with whom we have reciprocal borrowing agreements. Full services may be extended to reciprocal cardholders, with the exception that holds can only be placed on local materials per PrairieCat rules. The reciprocal library card is issued for one year.

**SCHOOL CARDS:** Each school within the boundaries of TRPLD may be issued a card to be used by faculty for the purpose of checking out materials to be used within the classroom. Teachers that live in our district but teach in another may request an extended checkout for materials owned by TRPLD.

**CORPORATE/ NOT-FOR-PROFIT AGENCIES CARD:** Companies based within the boundaries of TRPLD may be issued a card; such cards are afforded all normal services.

#### **B. CIRCULATION OF MATERIAL**

**LENGTH OF LOAN:** Most materials will circulate for two weeks and locally owned materials may be renewed a maximum of three times, if no hold has been placed on the item. Certain materials will circulate for one week and may not be renewed. There may be a limit to the number of items a patron may check out at one time.

**REFERENCE BOOKS:** Materials in the Reference Collection may be checked out one hour prior to closing time. Reference Materials will circulate for 2 days.

**VACATION LOAN:** A vacation loan period of three weeks may be available upon request.

### **3. FINES, FEES, AND OTHER CHARGES**

A. OVERDUE MATERIAL

1. Books in all formats and magazines: \$.10 per day  
DVDs: \$.50 per day  
Equipment: \$1.00 per day
2. There is a one day grace period on all items. If an item is overdue for more than one day, the fine charge reverts to the first day of overdue charges.
3. The maximum fine is \$10.00 per item.
4. There will be a \$15 charge added for NSF checks. This is addition to any fees charged by your bank.

B. LOST, DAMAGED AND LONG OVERDUE MATERIAL

1. There will be no charge for the first replacement of a lost library card; additional replacements will be \$2.00 each time.
2. Repair costs for partial damage or lost parts may be assessed.
3. A lost or irreparably damaged item is billed at current market price plus a \$5.00 processing fee for a comparable edition. Fines for the item will be waived.
4. If items are not returned after 1 ½ months patrons may be sent to a collection agency. A \$10 fee will be added to the patron's card, in addition to any other charges associated with the item.

C. ACCOUNT THRESHOLD

When fines/fees/charges accumulate to \$5 or when materials borrowed are overdue, patrons are not permitted to borrow any additional material until the balance is below \$5 and/or items are returned or renewed.

D. MOBILE HOTSPOTS AND eREADERS

Refer to attached Mobile Hotspot Patron and eReader Agreement Forms for specific policies for borrowing these items.

4. USE OF NON-CIRCULATING EQUIPMENT

- A. The charge for copies/prints will be \$0.10 per side for black copies and \$0.40 per side for color copies, whether the library supplies the paper or not.
- B. A fax machine is available for patron use, a fee of \$1.00 per page will be charged for all faxes. A cover page will be provided at no cost to the patron. Faxes will be held for seven days from the date of receipt and then will be discarded.

5. USE OF ELECTRICITY AND OTHER LINES

Personal electrical equipment, such as laptops, will not be allowed to plug into the telephone lines or the secured network. The library provides unsecured wireless access for patron use with their own equipment. The library is not responsible for patron's equipment or access.

6. SERVICE ANIMALS ONLY

Only services animals are allowed in the library, unless associated with a library sponsored event.

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| Adopted  | 05/12/10  |
| Amended  | 05/11/11, 09/14/11, 8/8/12, 5/8/13, 11/13/13, 4/9/14, 4/12/17, 5/10/17, 9/13/17 |
| Reviewed | 07/08/15, 06/08/16, 05/09/2018, 05/08/2019                                      |