

Section 1.5: Rules and Procedures for Use of Library Materials

The Board of Library Trustees is invested with the specific power under the Public Library Act to provide, by ordinance, fines and penalties for injury to any book or other library material, or to any real or personal property belonging to or in the custody of the library, and for failure to return any book or other material or personal property belonging to or in the custody of the library and to exclude from the use of the library any person who willfully violates the rules prescribed by the Board. The purpose of this policy is to prevent, discourage, and prohibit the injury to any book or library material or property, real or personal, and the failure to return any book or library material or property to the library. Therefore, the policy of the Matteson Public Library is as follows:

Section 1.

- A. Length of Loans: All MPL items are loaned for a period of two weeks; although no hold can be placed on kit bags and Popular Picks.
- B. Vacation Loans: Patrons may request “vacation loan” periods of 4 weeks at the time of checkout. Popular materials less than six months old, videos/DVDs, games and reference materials are not subject to extended loan periods.
- C. Renewal of Library Materials:
- Most items may be renewed twice for periods of 2 weeks, except Popular Picks.
 - Items may be renewed through the Internet or by telephoning the Library’s Circulation Department. Patrons will need the barcode number on their Library card in order to renew materials.
 - Until all fines are paid, items may not be renewed.
 - No renewals on materials requested by another patron.
 - Interlibrary loan items may be renewed with the permission of the owning library.
- D. Number of Items Loaned:
Patrons may have up to 50 items checked out at the same time, except for special items placed on reserve with limited loan privileges. Reserve items that are limited in number and would temporarily have a high demand could be such things as holiday books, subjects specially assigned by a school, or new video games.
- E. Fines
A three day grace period during which no fines will be charged applies to all MPL items that have a two week checkout. Items borrowed from another library will follow the home library’s fine schedule.
1. Items returned late are calculated at a cost per day, per item, up to a maximum fine of half the value of the item.

2. All MPL items that are lost or damaged will be charged to the patron for the full replacement cost of the item, plus a processing fee. Nothing may be checked out until full restitution has been made.
3. The Board of Trustees authorizes the collection of fees for damaged material and allow for fines on lost cards.
4. A person will be declared delinquent after there is a \$2.00 or more fine.
5. When a cardholder owes \$20.00 or more, the cards for the entire household will be frozen, and may be considered as a candidate for the collection agency.
6. Cardholders are responsible for all materials up to the point that the card is reported lost or stolen.

Section 2:

Replacement cost is the price set by the library at the time an item is cataloged.

Section 3:

As to lost materials, the Library will utilize a refund policy on the following terms: cataloged books, paperbacks, cassettes, CDs, Kits, and DVDs may be returned within six (6) months for a refund of the value or replacement cost paid subject to the rules relating to damaged materials and fines for overdue material upon the presentation of a receipt by the patron. The processing fee of \$5.00 will not be refunded; and, any fines will be deducted.

Section 4:

In addition to the foregoing, in the event that any person's failure to return any book or library material, in an undamaged condition, is determined to be willful, the Director of the Library shall report such violation to the State's Attorney for prosecution pursuant to the applicable terms of the Illinois Criminal Code and shall exclude such person from further use of the library or any privileges attendant thereto until full restitution to the library has been made. For purposes of this section, "willful" is to mean "without good cause."

Section 5

All fines and penalties for the commission of injury upon the library, its grounds, or the property thereof shall be paid into the general fund of the library.

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