

Section 1 **Patron Services**

1.1 : 1 The Matteson Public Library offers full library service to all residents of the Village. The reading room and reference facilities are available during regular hours for any person who conducts himself/herself courteously and treats the library materials and facilities with care and respect. Other facilities, including those of the circulation department, are available only to a holder of an appropriate library card.

1.1 :2 A library card will be issued free of additional charges to an applicant who is a resident of the village. Library cards are issued for a period of three (3) years and are renewable upon request. Current acceptable proof of residency is required.

- A. A parent or legal guardian must sign an application for a juvenile's card in the presence of a library staff member. Juvenile is defined as children to age eighteen.
- B. A parent or legal guardian of a minor and/or ward shall be responsible for all materials borrowed, fines incurred and for the costs of materials lost or damaged.

1.1 :3 Library cards are non-transferable. An individual is responsible for all materials checked out on his/her card.

- A. Definitions of a Matteson library card and a non-resident library card:
 - 1. Matteson cards are eligible for borrowing privileges at most Illinois public libraries.
 - 2. Non resident cards are issued at a cost determined by the Board of Trustees annually and are valid for one year. A valid non-resident library card issued by the Matteson Public Library shall accord a non-resident library cardholder all the services which this Library provides to its residents, including reciprocal borrowing privileges.
- B. A cardholder, whose card is delinquent, is not allowed to utilize the cards of other family members. The library reserves the right to withdraw or suspend the cards of all family members of the delinquent cardholder.
- C. If library cards are lost or stolen, the theft or loss must be immediately reported to the library. Until reported, the cardholder shall be responsible for materials checked out on a lost or stolen card.
- D. Circulation and registration records are confidential as stated in the Illinois Compiled Statutes 75, Par. 70/1. No such records shall be made available to any person or to any agency of the federal, state or local government, unless such action is specifically authorized by the Board of Trustees pursuant to a court order or the invocation of the USA Patriot Act.

1.1 :4 Individuals residing beyond the jurisdictional boundaries of the Matteson Public Library, but owning (as an individual, a partner, the principal stockholder, or other joint owner) taxable property within the jurisdictional boundaries of the Matteson Public Library, or serving as a Senior Administrative officer of a firm, business or other corporation owning taxable property within the jurisdictional boundaries of the Matteson Public Library may obtain one (1) non-resident library card without payment of the non-resident fee upon presentation of the most recent tax bill upon that taxable property; provided however, that in no event shall the privileges and use of the Library be extended to more than one (1) individual non-resident for each parcel of taxable property. Each non-resident library card issued is limited to the exclusive use of the individual whose name appears on its face.

1.1 :5 Matteson library employees who do not reside in any library jurisdiction may receive a Matteson Public Library card free of charge and in effect for the duration of their employment.

1.1 :6 Any and all persons who shall violate the rules and regulations of the library may be temporarily excluded from the use of the library. Such exclusion from this library shall occur on the orders of the Library Administrator or his/her designee.

1.1 :7 The Matteson Public Library will not issue cards or circulate materials to patrons who are known to have delinquent accounts at another library in Illinois.

1.1:8 Rules and regulations for patron conduct in and on the library premises shall be promulgated in writing by the Administrator, and upon approval of the Board of Trustees shall be considered part of this "Policies and Practices" statement. These rules and regulations shall cover, but not be limited to noise, smoking, consumption of alcoholic beverages or illegal substances, use of library materials and property, and practices which threaten, disturb, or interfere with library activities or the environment necessary for such activities. These rules and regulations may be changed, amended or rescinded at any time, without notice, by the Board of Trustees.

1.1 :9 Rules and procedures relating to use of library materials, circulation, renewal, overdue and lost materials, fees, fine schedules, hours of operation, and availability of patron services shall be promulgated in writing by the Administrator, and upon approval of the Board of Trustees shall be considered part of the "Policies and Practices" statement. These rules and regulations may be changed, amended or rescinded at any time, without notice, by the Board of Trustees.

Approved: November 10, 2003

This policy updates and replaces the policy Section IS entitled, RULES FOR USE OF LIBRARY Approved 10/29/90; 3/09/92

Section 1.4: Borrowing Privileges - Eligibility to Borrow

Individuals presenting valid borrower's cards issued by the Matteson Public Library are eligible to borrow materials from the Matteson Public Library when the following conditions are met:

1. No materials which are more than one circulation period overdue on their card.
2. No outstanding fines in aggregate excess of \$2.00 have accrued to their card.
3. No materials borrowed for them from another library are overdue in any amount.

The library staff may not waive these regulations without the specific permission of the Head of Circulation or the library director; however, the patron may request and receive a 3-day hold on the item(s) he or she wishes to check out to allow the patron to correct the situation which has resulted in loss of eligibility to borrow.

Individuals presenting a valid card from another public library in Illinois may borrow materials from the Matteson Public Library. The card must have an expiration date in the future.

Approved February 17, 2004

