

BARCLAY PUBLIC LIBRARY DISTRICT CIRCULATION and SERVICES POLICY

HOURS OF OPERATION

The library is open a total of 50 hours each week, excepting official holidays.

Monday - Wednesday - Friday 9:00 - 5:00

Tuesday - Thursday 9:00 - 8:00

Saturday 9:00 – 1:00

ELIGIBLE USERS

Barclay Public Library District is a public library supported by the taxpayers residing within the district's boundaries. Residents of the library district are entitled to receive a free library card, which may be used at any area library. All residents must present proof of District residency when applying for a library card. Acceptable identification includes: valid Illinois drivers license or Illinois ID card with current address, receipt for local post office box, rent receipt, water or power bill. Parents must be present with their minor children who are applying for their first card and present proof of residency. Parent or legal guardian must sign for minor children (under 18 years of age). By signing the Registration Application, a borrower agrees to be responsible for all items checked out to their card, to return them in a timely manner, and to pay for lost or damaged materials.

Residents of Harristown Public Library District are eligible to receive free library cards from Barclay Library through the terms of a contract between the two districts. Harristown patrons are entitled to all of the services provided by this library.

Library cards are issued for a period of three (3) years, at which time they will be renewed at no charge. Patrons must come to the library in person to renew their library cards, and verify address and phone information. Change of address or telephone number must be provided when applicable, or when renewing. Children may obtain their own library card when they are able to print legibly their first and last names.

USE OF CARDS/BORROWING LIMITS

Library patrons must present their own library card at the circulation desk in order to check out library materials.

The library reserves the right to limit the number of materials checked out on a single card or to a single family, in the interest of ensuring that library materials are available to other patrons. While the library does indicate MPLA ratings on videos, it is the parent's responsibility to determine the age-appropriateness of any materials checked out to juveniles.

Patrons are assigned a PIN with their card registration, which allows them to review and manage their account through the library's online database. Patrons may renew items online if there is no request pending and place requests on items if their account is in good standing. Patrons may also check online the status of their reserve list, due dates and fines.

Homebound Delivery

The library will provide delivery of library materials to persons who are physically unable to visit the library due to age, illness, disability or other incapacitating circumstances on a temporary or permanent basis. Persons requesting Homebound Services must reside within the Barclay Public Library service area and have a library card in good standing. Interested patrons should contact the library to request an application.

RECIPROCAL BORROWING

Barclay Library is a full member of the Illinois Heartland Library System, and participates in the Statewide Reciprocal Borrowing Program, which means that Barclay Library cards are valid in all area libraries and nearly every library in the State of Illinois. Library cards in good standing may be used to checkout materials in any reciprocating library. Barclay Library also participates in the statewide Interlibrary Loan agreement and is able to obtain items from other libraries within the State upon request. Requests through the World Share database must be placed at Barclay Library.

LOAN PERIODS

Books and CDs in the circulating collection of the library are checked out for a two-week period. Periodicals, movies, video games and electronic devices are checked out for a one-week period. If there is no waiting list, three renewals are allowed per item, except for current magazines, which are allowed one renewal. Renewals may be made in person, over the telephone or via the Internet through the online database.

(<http://barclay.lib.il.us>.) A book return is located at the main entrance to the building for returning materials when the library is closed. The book return is emptied once daily at 9:00 am, Monday through Saturday. Materials should be returned inside when the library is open. A second book return located at the elementary school in Harristown is emptied once per week.

The library also offers three digital book databases, Library On The Go, Hoopla and Cloud Library. Barclay Library cardholders may check out up to five (5) ebooks and/or audiobooks at one time from each database for a period of 7 to 21 days. All digital materials are downloaded to a patron's personal electronic device. Instructional handouts are available at the library service desk and on the library's website.

RESERVES

A reserve list is created for high-demand items. Patrons may request to be placed on a list to be notified via phone, email or text when the item becomes available for them. Reserves may be placed in person, over the telephone, or via the Internet.

LOST OR DAMAGED MATERIALS

The library does not charge fines for overdue materials with the exception of electronic devices (\$1.00/day.) If library materials are overdue, weekly reminder notices will be sent via the patron's preferred method. All overdue items must be returned or renewed before the patron will be allowed to check out any additional materials. A bill for the replacement cost of overdue, lost or damaged materials will be sent after six (6) weeks. Accounts that reach the billing stage are subject to additional processing and collection

fees. The library may seek legal action against patrons owing in excess of \$50.00, according to Illinois Library Theft Act. The library reserves the right to deny service to habitually delinquent users or their families.

Library patrons are responsible for maintaining library materials in good condition. Materials that are lost or returned in damaged and unusable condition will be billed to the patron. Use of library card privileges will be suspended until payment is received. After a period of six (6) months, lost or damaged items will be withdrawn from the database. However, the patron is still responsible for reimbursing the library for the cost of the lost or damaged materials before their card will be reinstated. Receipts are issued for payment of lost items. In the event the lost item is found after payment has been made, a refund may be issued if the library has not already replaced the item. Patrons seeking a refund must return the lost item with the receipt for payment. A refund will NOT be issued for items returned after 6 months or for any items belonging to another library. All refunds must be approved by the Library Director.

CONFIDENTIALITY OF RECORDS

The library adheres to the Illinois Library Records Confidentiality Act protecting information regarding an individual's use of the library's materials and services. Information may be revealed, however, to a collection agency aiding in the retrieval of library property and fees or to law enforcement personnel with a proper warrant or subpoena. See Confidentiality Policy for details.

ORGANIZATION OF MATERIALS

The library's collection is maintained through a cooperative database housed at the Illinois Heartland Library System. Our catalog is accessible at the library from any of the online computers. It is also accessible through the Internet at <http://barclay.lib.il.us>. The library participates in computer consortia and cooperative databases in order to improve service to patrons. At present these include the IHLS Online catalog (SHARE), OCLC, Library On The Go, Hoopla, CloudLibrary, and First Search. Library staff is available upon request to assist library users in accessing these databases.

PROGRAMS

The library provides programming for children, teens and adults on a regular basis. Storytimes for preschool children are held year-round. Summer reading clubs for all ages are offered each year. A Community Coffee is held weekly, and is open to the public. Other special-interest programs are presented monthly. The schedule of classes and programs is published in the library's newsletter and on its website. Membership in the Friends of Barclay Library is open to all interested parties for payment of nominal annual dues.

SERVICES

A copy machine, scanner, fax machine and laminator are available for the public at a nominal fee. Library staff will operate the machines, except in approved circumstances.

The library maintains computers for public use in the library during normal operating

hours. Various computer programs for adults and children are provided. Wireless Internet access is also available. There may be time restrictions imposed on computer use if there are people waiting. All patrons are required to sign an "Acceptable Use Policy" in order to access the Internet. Written parental consent is required for Internet access by minors. Parents are responsible for their own children's use of the Internet. There is a charge for printing. The library reserves the right to limit the number of people using the same computer at one time, and the length of time anyone may use the computer per day.