

# FOX LAKE PUBLIC LIBRARY

## CIRCULATION POLICY FOR LIBRARY MATERIALS

### PURPOSE

The purpose of this policy is to grant all residents, permanent or temporary, access to the resources offered by the Fox Lake Public Library, the Monarch Library System and its members.

#### **A. Requirement of applying for a Library card**

1. A State or Government issued ID is require to open a Library card.
2. If ID does not show a current home address, another form of identification is required that has proof of current address such as a (a) utility bill or receipt from the current year, (b) property tax bill or receipt from the current year, or (c) a residential lease for the current year.
3. ID number will be entered on the paper application but will not be added to the patron's account in the Library System database.

#### **B. Requirements for minor children applying for a Library card.**

1. A child age six or older may apply for a Library Card. Special considerations will be given to children under the age of six that will use the card for school purpose.
2. Children under the age of 18 need a parent or legal guardian's signature. The parent or legal guardian will need to provide State issued ID and proof of address.
3. The parent must accompany the child applying for a Library card and they are required to co-sign the application along with the child.
4. Responsibility of reading/viewing of minors rest with the parents or legal guardian; the Library does not serve as a parental role. If a parent wishes to restrict a child to checking out materials from the children's area only should be so advised in writing.

#### **C. Library card use**

1. Library cards expire every five years with an annual address check required to confirm that the information is up to date.
2. Any patron owing a fine of \$10 or more or fee for lost material will not receive a renewal until the account is paid.
3. Inactive library cards will be removed from the Library database after ten years unless fees are owed to the Library.
4. A patron is allowed one library card issued by any Monarch Library System member with the exception of Lakeland University.
5. Patrons with valid library cards issued by member library of the Monarch Library System are allowed to check out materials with the card issued by their home library.
6. Patrons in good standing can access online resources provided by the Library, Monarch Library System and the State.

Approved: September 1, 2015

Revised: April 2, 2019