

## **RFPL Borrowing Privileges, Circulation, and Patron Confidentiality Policies**

### **I. Borrowing Privileges**

#### **A. Registration Requirements**

RFPL is a tax-supported public library. People residing within River Forest pay taxes to support RFPL. Those people who live in River Forest pay no fee to be eligible to receive their first library card. Library cards are renewable every 5 years without additional fees, provided the library card holder continues to reside within River Forest and is a patron in good standing. RFPL reserves the right to assess a fee to replace destroyed, lost, or stolen library cards. RFPL reserves the right to restrict library privileges in the event of outstanding fines or bills.

As a resident cardholder, the borrower may use his or her library card at other libraries within the System-Wide Automated Network consortium (“SWAN system”) to borrow materials. Those materials are the responsibility of the cardholder and are subject to all of the fines, rules, and regulations of the lending library

Individuals residing outside of River Forest, and not within the boundaries of another public library, may purchase a non-resident card for a price determined by the Board in accordance with Illinois Library Laws and Rules (23 Ill. Admin. Code 3050.60). This card entitles the non-resident to use RFPL, but not other SWAN system libraries.

Adults wishing to register for a library card, renew an expired card, or replace a lost, stolen, damaged, or destroyed card at RFPL must bring with them two forms of identification: a driver’s license or other picture ID, and another form of ID with a correct address (such as a property tax bill, utility bill, voter’s registration or lease). The library card will be issued upon validation of the required identification.

Children under the age of 18 must have a parent or guardian signature on any initial application for a library card.

### **II. Circulation**

#### **A. Loans and Reserves**

RFPL circulates materials in a variety of formats. RFPL establishes loan terms for each item type that include the length of loan, number of loans allowed, and number of renewals allowed. Patrons may reserve materials that are not immediately available for patron use.

#### **B. Interlibrary Loans**

Interlibrary loans are transactions in which library materials are obtained from other libraries. RFPL adheres to all guidelines set forth by the SWAN system. Materials obtained through interlibrary loan are the responsibility of the cardholder who borrows them, and are subject to the loan rules and fines of the library at which the materials are checked out.

### **C. Lost, Damaged, and Overdue Materials**

Materials borrowed via any mechanism are the responsibility of the cardholder. Damaged or lost items are subject to the rules and regulations of the owning library. RFPL has established schedules of fines and penalties for overdue, lost, or damaged materials.

## **III. Patron Confidentiality**

### **A. Confidentiality of Patron Records**

RFPL recognizes that registration and circulation records are confidential in nature. RFPL will not sell, lease, or disclose confidential information to outside parties unless required to do so by law.

No records, either written or in electronic form, shall be made available to any agency of state, federal, or local government unless pursuant to a process, order, or subpoena authorized by law. Any issuance of enforcement of any such process, order, or subpoena shall be immediately referred to the Director, who will consult with the legal counsel of RFPL.

RFPL does not collect personal information from public computers or from the RFPL website. Although the RFPL website may contain links to outside sites, RFPL is not responsible for the privacy practices of any websites not maintained by RFPL.

RFPL will strive to ensure that contracts and agreements with providers of electronic resources reflect our policies.

### **B. Confidentiality of Patron Requests**

Patrons must present a library card number or other identification in order to receive information concerning materials checked out, on hold, overdue, or owing fines. RFPL will communicate information about materials only to the cardholder or his or her guardian.

Approved by the RFPL Board on July 19, 2016