

# **River Forest Public Library Borrowing Privileges, Circulation, and Patron Confidentiality Policies**

## **I. Borrowing Privileges**

RFPL is a tax-supported public library. All residents and property owners in River Forest are eligible to receive a free library card. RFPL also extends borrowing privileges to non-residents.

### **A. River Forest Residents**

Adults wishing to register for a library card, renew an expired card, or replace a lost, stolen, damaged, or destroyed card must present a driver's license or other picture ID with a current River Forest address. In the event that a picture ID does not list a current River Forest address another form of ID with a correct address (such as a property tax bill, utility bill, voter's registration or lease) is required. The library card will be issued upon validation of the required identification. Children under the age of 18 must have a parent/ guardian signature on the initial application and renewals for a library card.

Library cards are renewable every 5 years provided the patron continues to reside within River Forest and is 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, the patron may use his or her library card at other libraries within the System-Wide Automated Network consortium ("SWAN system") to borrow materials.

### **B. Reciprocal Borrowing**

#### **1. Non-Resident**

Individuals residing outside of River Forest, and not within the boundaries of another public library, may purchase a non-resident card for a fee 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 borrow materials from RFPL, but not other SWAN system libraries.

#### **2. Non-SWAN Member**

Any Illinois resident with a library card may borrow materials from RFPL upon verification that the card is in good standing.

#### **3. Local Universities**

Students and faculty residing in the dormitories of Dominican University and Concordia University Chicago may obtain a RFPL library card for the current academic year upon verification of university affiliation.

## **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 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 and the Online Computer Library Center (“OCLC”). Materials obtained through interlibrary loan are the responsibility of the patron who borrows them, and are subject to the loan rules, fees, and fines of the library from which the materials are checked out.

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

Materials borrowed via any mechanism are the responsibility of the patron. 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 owned by RFPL.

## **D. Hours of Operation**

RFPL maintains consistent, posted hours during which all services of RFPL are available to patrons. Those hours are:

Monday-Thursday: 9:00AM – 9:00PM

Friday-Saturday 9:00AM – 5:00PM

Sunday: 1:00PM – 5:00PM (Closed Memorial Day weekend-Labor Day)

## **III. Patron Confidentiality**

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

RFPL abides by the Illinois Library Records Confidentiality Act (75 ILCS 70/1) that states circulation and registration records are confidential information. RFPL will not sell, lease, or disclose confidential information to outside parties unless required to do so by law.

No records 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 fines. RFPL will communicate information about materials only to the cardholder or his or her guardian.

Approved by the RFPL Board on June 19, 2018.