

# Edwardsville Public Library Lending Guidelines

## Statement of Purpose

The Edwardsville Public Library (EPL) has established lending guidelines to provide fair and equitable services to our library patrons. The primary purpose of this document is to outline the policies associated with borrowing library materials.

## General Use

- A library card, either physical or a digital representation, or a current photo ID must be presented to check out library materials.
- Cardholders who owe more than \$5.00 in fines or fees will not be allowed to borrow materials until the balance is less than \$5.00.

## EPL Loan Periods and Renewals

\*An item may not be renewed if another cardholder is requesting that item.

Material Type	Loan Period	Renewals
Audiobook	21 Days	2
Binge Box		0
Board Game		0
Book Basket		2
Book Discussion Kit		2
Book		2
Electronic Equipment		1
Fishing Pole		0
Hot Spot		0
Kindle		0
Music CD		2
TV Series		0
Preschool Kit		2
American Girl Doll	7 Days	0
Discovery Kit		0
Launchpad		0
Lucky Day Book / Video Game		0
Magazine		2
Movie		2
Community Passes		0
Telescope		0
Umbrella		2
Video Game		2
Lucky Day DVD	3 Days	0

## Illinois Heartland Library System

The Edwardsville Public Library is a member of Illinois Heartland Library System (IHLS). Cardholders may use their library card at any IHLS member library and may request items from other IHLS libraries to be picked up at EPL. Loan Periods and Renewal policies vary from library to library. For example, EPL's Book loan period is 21 days while some IHLS member libraries have 14 day loan periods for Books. Item due dates will be communicated at checkout and may be viewed online by signing in to your library account.

## Requesting Items

Items not owned by the library system may be available through an InterLibrary Loan (ILL) request. Patrons with library cards in good standing may request such loans, which are subject to ILL agreements and to the terms and restrictions of the lending library.

Interlibrary Loan requests frequently come from out-of-state libraries, which are shipped and returned by US Postal Service and other couriers. To account for these shipping costs, patrons are limited to 5 interlibrary loan requests per month from out-of-system libraries before shipping costs will be passed on to the patron.

The library will notify you when your requested item comes in using the option you selected at the time of your registration. We will hold items for one week, if they haven't been picked up within that time frame they will be sent on to the next requester or back to their home library.

## Borrowing Limits

- EPL patrons may check out a maximum of 10 DVDs at one time.
- One Lucky Day item may be checked out at a time per card.

## Fines

Fines on adult library materials are \$0.10 / day on overdue items with a maximum fine of \$5.00 per item. EPL does not charge fines on youth materials.

## Damaged/Lost Items

### Damaged

If an item is returned damaged, the cardholder is responsible for the replacement cost of the item plus a \$1.00 processing fee. Damage includes, but is not limited to: wet, stained, sticky, sandy, chewed, missing pages, written in, or missing pieces. Patrons will not be charged for damage that is caused by regular library use.

### Lost

If an item is more than 30 days overdue, it is considered Lost. The cardholder (or guardian) will be sent a bill for the item. If the item is returned within 6 months of becoming Lost, the cardholder will only be responsible for any overdue fines incurred (up to \$5.00). Otherwise, the cardholder will be charged the replacement cost of the item and a \$1.00 processing fee. If a Lost item is paid for but found and returned to the library within 6 months, the library will offer a refund of the replacement costs. The patron will still be responsible for payment of any overdue fees.

The above standards only apply to Edwardsville Public Library items. For items owned by other IHLS member libraries the policies of the owning library apply.