

OPERATIONAL POLICIES

Adopted July 12, 2017

LIBRARY HOURS

The library will be open Monday through Thursday from 9:00 a.m. to 8:00 p.m., Friday from 9:00 a.m. to 5:00 p.m. and Saturday from 10:00 a.m. to 4:00 p.m. twelve months of the year.

The library will be closed the following holidays and special events:

- New Year's Day
- Memorial Day (observed)
- Independence Day (July 4)
- Labor Day
- Thanksgiving Eve (close at 3:00)
- Thanksgiving Day
- Christmas Eve
- Christmas Day
- Day After Christmas
- New Year's Eve

The library may close for special circumstances or during an emergency.

USE OF MATERIALS

1. A three year card may be issued to each person living or owning property within the library district boundaries. Identification including photo and current address is required. Children fifth grade and above may verify address with current phone book or city directory. Children under fifth grade may register with a parent or guardian present.
2. Non-residents may obtain an annual family card at a price determined annually according to a fomula created by the Illinois State Library. Participation in the nonresident card program must be renewed annually by the board for this provision to apply.
3. Cardholders of other Illinois libraries may use their own library cards to check out materials.
4. There is no limit to the number of items that may be borrowed, except in the case of a situation where it is made evident to the library staff that several people may wish to study the same subject. In that case, the Director may limit the number of items and/or renewals.
5. Children are not restricted from borrowing any library materials.
6. Any item eligible for renewal may be renewed if there is no reserve on it. Renewals may be made by telephone or online.

7. Library property which is no longer useful or necessary for library purposes may be disposed of at the discretion of the Library Director.

PRINT MATERIALS

1. The loan period for books is four weeks. **Exception:** Materials designated "New" have a loan period of two weeks.
2. Reference books may be checked out at the discretion of the librarian on duty. The loan period for periodicals is two weeks. Current issues may circulate.
3. All print materials may be renewed twice unless they have a hold.
4. Print materials may be returned in the book drop unless item is clearly marked otherwise.
5. Overdue charges will be assessed at a rate of \$.05 (5 cents) per day with a maximum charge of \$2.50 per item.
6. Holds/Reserve lists are produced for most items. Items on these lists may not be renewed.

DVD MATERIALS

1. The loan period for all DVD items is one week.
2. Overdue charges will be assessed at a rate of \$0.50 per day with a maximum charge of \$2.50 per item. DVD's may be returned in the dropbox unless item is clearly marked otherwise.

SOUND RECORDINGS (AUDIO MATERIALS)

1. The loan period for all sound recordings is four weeks
2. Overdue charges will be assessed at a rate of \$.05 (5 cents) per day with a maximum charge of \$2.50 per item
3. Audio materials may be returned in the drop box unless item is clearly marked otherwise.

Overdue Charges and Lost and Damaged Materials

1. Overdue charges as listed above and charges or lost and damaged materials are intended to facilitate full use of library materials by all patrons. These charges are not by intent punitive: they are intended to allow fair and just use of library materials by encouraging their timely return in good condition. Library card holders will be charged replacement cost plus a \$2.00 processing fee for lost materials and those damaged beyond repair.
2. No materials will be loaned to any person having charges of more than \$5.00 outstanding.
3. Materials from other libraries, library systems, or institutions may have charges or overdue fines other than those stated above.
4. Any exceptions to the foregoing policies will be made at the discretion of the librarian on duty in consultation with the Library Director.

PROFESSIONAL ASSOCIATIONS

1. The Library Board or Trustees will provide an institutional membership, the director's personal membership and one trustee membership, if so desired, in the Illinois Library Association and American Library Association. Additional staff and trustee memberships will be provided as funding permits. If funds are not available, the board will provide for one membership only in each association.
2. The library board will pay for conference registration and mileage for one board member to attend the Illinois Library Association annual conference if so desired and funds permit. The library board will pay for conference registration, room, mileage, and one banquet for the director to attend the Illinois Library Association annual conference and the American Library Association conference when it is in Chicago. The board will pay staff for hours normally worked on those days spent attending a conference. It is advisable to share expenses with library system staff or other libraries' personnel whenever possible.
3. Membership in other professional associations or attendance at other professional conferences will be evaluated based on cost, perceived value to Farmington Area Public Library District and availability of funds. Attendance at professional conferences other than those noted above will be approved by the library board prior to registration.