



338 West Jefferson ■ Auburn, Illinois 62615  
Phone: (217) 438-6211 ■ Fax: (217) 438-9317

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## **Circulation Policy**

### **Confidentiality**

The Auburn Public Library will uphold confidentiality over all records that include personal patron information. Records will not be given out unless the Library has received a court order or FOIA request for the specified information and legal counsel has been notified.

### **Loan Periods**

All materials in the circulating collection of the Auburn Public Library may be checked out for 2 weeks with the exception of DVDs. DVDs may be checked out for 1 week.

Extended check outs for vacation leave will be determined by a staff member. Extended check outs will only apply to Auburn Public Library materials.

All materials may be renewed for additional time by telephone, computer or in person. If an item has a reserve on it, it cannot be renewed.

### **Overdue Materials**

All materials will receive a fine of \$0.10 per day that they are overdue with the exception of DVDs. DVDs will receive a fine of \$1.00 per day that they are overdue. Patrons must pay their fine or pay towards their fine before they are allowed to check out more materials.

### **Lost and Damaged Materials**

If material is lost the patron is responsible for the replacement cost of the material.

If material is damaged, a replacement cost will be charged to the patron's account.

Fines will be waived when the patron is charged for the lost/damaged material.

### **Processing Fee**

All lost and damaged materials will have an additional processing fee. All materials will be charged a \$5.00 processing fee with the exception of Audiobooks. Audiobooks will be charged a \$10.00 processing fee.



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### **Interlibrary Loans**

The Auburn Public Library has partnered with Illinois Heartland Library System (IHLS) and SHARE to access interlibrary loans for patrons. When patrons want material that is not available at the Auburn Public Library, they can borrow these materials from another library. The circulation period for interlibrary loan material is determined by the owning library. Patrons are restricted to no more than five items borrowed from other libraries. Circulation policies may be waived for an individual with the specific permission of the Library Director and designated staff.

### **Reserves**

Materials requested through interlibrary loan will be held for 7 business days upon delivery to the Auburn Public Library. When the requested material is available for pick up, the Auburn Public Library will notify the borrowing patron by phone call, email or text message.

### **Library Card Requirements**

Residents that reside within the jurisdiction of the Auburn Public Library are allowed to receive a library card. Resident library cards expire every 2 years. Residents must provide a valid driver's license or state issued I.D. in order to register for a card. Library cards must be presented at the circulation counter in order to check out materials.

Residents who are outside the Auburn Public Library limits must pay the Non-Resident fee. The sale of a library card to a non-resident is covered by the Illinois Statutes 75 ILCS 5/4-7(12) and 75 ILCS 16/30-55.60, specifically. The Non-Resident fee covers the entire household. Non-Resident cards are to be renewed annually. Non-Resident library cards will have access to interlibrary loans.

Patrons must pay a \$2.00 replacement fee for a lost or damaged library card.

### **Reciprocal Borrowers**

If the patron's home library is not a part of the IHLS SHARE consortia, the patron will become a Reciprocal Borrower. Reciprocal Borrowers will have access to the materials at the Auburn Public Library, but they will not have access to interlibrary loans.

Adopted: September 1, 2009  
Revised: November 20, 2018