



Circulation Policies (300 & 500)

Library Cards

District Residents

Since the Nippersink Public Library District is a tax-supported Library District, residents and owners of taxable property, including business owners, within the District are eligible for library cards permitting full use of the Library. Patrons should examine their tax bill or contact the Library to confirm if their property falls within our Library District boundaries.

Reciprocal Borrowers

Illinois residents who have a valid Illinois library card may borrow materials from the Nippersink Public Library District. All the regulations covering Nippersink Public Library District residents apply to reciprocal borrowers with the following exceptions: holds, digital resources, and interlibrary loans can be initiated only at the reciprocal borrower's home library, and when piloting new formats for circulation, the Library may opt to lend those only to Nippersink Public Library District cardholders. Computer use and all program offerings are available to reciprocal borrowers as space permits.

Non-Residents

Non-Residents are required to pay an annual fee for the use of the Library. The yearly non-resident fee is determined by the General Mathematical Formula established by the Illinois State Library. This fee entitles the entire family to use the Nippersink Public Library District, but may or may not include neighboring libraries. Non-residents who qualify for the State of Illinois "Cards for Kids" exception should contact a Library administrator.

Obtaining a Library Card

Library cards will be issued to persons 5 years of age and older.

In Person: Library cards may be obtained at the Circulation Desk during all regular service hours. Patrons 18 or older need to present a current photo ID and proof of district residence. Examples include a current driver's license OR a current school ID AND mail postmarked within the last 30 days. Patrons' ages 5-17 must come in with a parent or guardian who can present a current photo ID and proof of district residence and act as guarantor for the youth card.

Renewal: Library card accounts must be renewed every two (2) years, except non-resident card accounts, which must be renewed annually when the cardholder pays the card fee or again presents documentation showing eligibility for a free non-resident card.

Lost or Stolen Cards: Patrons must report a lost or stolen library card immediately. Items checked out on a lost or stolen card will be the responsibility of the cardholder unless the Library is notified of the lost or missing card. Replacement cards may be purchased for \$1.

Exceptions: In case of emergency situations like the COVID-19 pandemic, the Library administration may adjust timing and methods for obtaining and renewing library cards. The priority will be to allow the greatest amount of safe access that the Library can feasibly provide.



Loan Rules

Renewals

- Patrons have the ability to renew all unreturned eligible items two times after their initial checkout period. Renewals may be taken by the telephone, email, or online through our catalog.
- Non-renewable items include interlibrary loans, items on hold for other patrons, items already renewed the maximum number of times, and items never eligible for renewal.
- When an item is 28 days overdue, the patron account becomes restricted from renewals on any checkouts, checking out physical and digital materials, and logging onto public computers.

Overdue Procedures

- The Library does not charge late fines for overdue materials that belong to the Nippersink Public Library District.
- If a Nippersink Public Library District cardholder checks out an interlibrary loan item and the lending library charges fees, the Library may pass any charges from the lending library onto the patron's account.
- If a Nippersink Public Library District cardholder checks out a material at a different PrairieCat library and that library charges fees or as a reciprocal borrower, the Nippersink Public Library District cardholder will have charges from the lending library on the patron's account.
- When an item is 28 days overdue, the patron account becomes restricted from renewals

Damaged & Lost Materials

- The Library charges replacement fees for lost and irreparable damaged items.
- When an item owned by Nippersink Public Library District is 28 days overdue, it is considered lost. The full replacement price of the lost item and any accompanying materials is automatically charged to the patron's account.
- When an item owned by Nippersink Public Library District is irreparably damaged, the full replacement price of the item and any accompanying materials is manually charged to the patron account.
- Interlibrary loan items are considered lost at 7 days overdue. The cost of repair or replacement of damaged or lost interlibrary loan items is determined by the library that owns the item. The lending library invoices the Nippersink Public Library District, who then passes the cost onto the patron account.
- Every patron is fully responsible for the replacement cost of all Library items checked out on their card. Patron accounts with fees for lost or irreparably damaged items will be restricted from use until the materials are returned or the replacement cost is paid in full. If the patron later recovers a lost and paid item, the item is theirs to keep. Replacement costs will only be refunded by permission of the Director.



Other Rules

- Materials may be borrowed for extended vacation loans at the discretion of Library staff.
- The Library will work with educators to arrange extended checkouts for materials for classroom use.
- Patrons may put a max of 15 items on hold at one time.
- Materials on hold will be held for five (5) full business days after notice has first been given to the patron that the item is available for pickup. Following that, they will be given to the next person on the holds list or returned to the open shelves.
- Reference material may not be removed from the Library. Exceptions may be made at the discretion of Library staff.

Item	Load Period	Restrictions	Renewals
Books	3 weeks	99-item limit per card	Yes
DVDs	1 week	5-item limit per card	Yes
Books on CD	3 weeks	99-item limit per card	Yes
Music CDs	3 weeks	99-item limit per card	Yes
Magazines	3 weeks	99-item limit per card	Yes
Interlibrary Loans (Books, DVDs, Audio Discs only)	3 weeks or what lending library permits. Materials 7 days overdue will be considered lost	Limit to 5 items per card at one time. Exceptions may be made at the discretion of the Circulation Manager.	No
Digital Materials (eBooks, eAudio, etc.)	Varies by platform	NPLD cardholders only. See each platform for additional information	N/A