



Circulation Policy

Purpose

The Nippersink Public Library District (“Library”) is dedicated to providing equitable access to materials, technology, and resources for all eligible users. This policy outlines the terms of borrowing, responsibilities of cardholders, and procedures for lending, renewal, and replacement of Library materials.

Policy Statement

Library borrowing privileges are available to residents, reciprocal borrowers, and eligible non-residents in accordance with Illinois State Library regulations (75 ILCS 16/30-55.60) and system membership agreements. The Library strives to make its lending practices fair, consistent, and accessible to all patrons while maintaining accountability for materials and equipment.

Library Cards

District Residents

The Nippersink Public Library District is a tax-supported library. Residents and owners of taxable property, including business owners, within the District are eligible for library cards permitting full use of the Library. Patrons may examine their tax bill or contact the Library to confirm District residency.

Reciprocal Borrowers

Illinois residents who hold a valid library card from another Illinois library may borrow materials from the Nippersink Public Library District. Residency is verified through the tax bill method. Reciprocal borrowers are subject to the same borrowing rules as NPLD cardholders, with the following exceptions:

- Holds, digital resources, and interlibrary loans must be initiated through the home library.
- When piloting new formats or services, the Library may limit circulation to NPLD cardholders.
- Computer use and program participation are available to reciprocal borrowers as space permits.

Non-Residents

Non-residents may purchase a card using the tax bill method, which calculates the fee based on the equalized assessed valuation of their property. This fee covers the entire household. Non-residents who qualify for the State of Illinois Cards for Kids exception should contact Library administration.

Obtaining a Card

- Cards are available to individuals age 5 and older.



- Applicants 18 and older must present a current photo ID and proof of district residence.
- Applicants ages 5–17 must be accompanied by a parent/guardian with current photo ID and proof of district residence; the parent/guardian will act as guarantor.

Renewals & Replacements

- Resident cards must be renewed every two years; non-resident cards annually.
- Lost or stolen cards must be reported immediately. Items checked out prior to reporting remain the responsibility of the cardholder.
- Replacement cards cost \$1.

Loan Rules

Item Type	Loan Period	Limit per Card	Renewals
Books	3 weeks	No limit	Yes
Magazines	1 week	No limit	Yes
Playaways	3 weeks	No limit	Yes
DVDs & Video Games	1 week	5 per card	Yes
TV Series DVDs	2 weeks	5 per card	Yes
Technology (hotspots, laptops, etc.)	1 week	1 per card	1 renewal (in-person inspection required)
Library of Things	1 week	No limit	No
Interlibrary Loan	As set by lending library	5 per card (exceptions at staff discretion)	No
Digital Materials	Varies by platform	NPLD cardholders only	See platform rules



Renewals

- Most items may be renewed up to two times beyond the original checkout, unless:
 - The item has a hold.
 - The maximum renewal limit has been reached.
 - The item is an interlibrary loan or otherwise designated as non-renewable.
- Renewals may be made in person, by phone, email, or online.
- Items 28 days overdue cannot be renewed.

Overdue Procedures

- The Library does not charge late fines for NPLD-owned materials.
- Overdue fees from other libraries or interlibrary loans will be passed on to the patron's account.
- When an item is 28 days overdue, the account is restricted from:
 - Renewing items
 - Checking out physical and digital materials
 - Logging into public computers
- Accounts with \$5 or more in outstanding fees will not have access to the Library's online resources.

Damaged & Lost Materials

- At 28 days overdue, an item is billed as lost and the full replacement cost is charged to the account.
- At 90 days overdue, the item is permanently considered lost. The account remains responsible for payment, and the item will not be accepted if returned.
- Damaged items are charged at full replacement cost. The item will be held for 30 days for patron pickup. After 30 days, it will be discarded.
- Patrons who pay for a damaged item may keep it.