



Circulation Policy

LIBRARY CARDS

District Resident

Since the Fox River Grove 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. The FRG Library District does not share borders with the Village. Patrons should examine their tax bill or contact the Library to confirm if their property falls within the Library District boundaries.

Reciprocal Borrowers

Illinois residents who have a valid Illinois library card may borrow materials from the Library. All the regulations covering Fox River Grove 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 FRG cardholders. Computer use and all program offerings are available to reciprocal borrowers as space permits.

Non-Resident

Non-residents are required to pay an annual fee for the use of the Library. The non-resident fee for property owners shall be calculated by multiplying the evaluation figure from the patron's tax bill by the tax rate for the current year. The fee for renters will be 15% of their monthly rent. Library cards will be issued to all eligible family members upon registration and payment of the non-resident fee. Non-residents who qualify for the State of Illinois "Cards for Kids" exception should contact a Library administrator.

Obtaining a Library Card

In person: Library cards may be obtained at the Circulation Desk during all regular service hours. Patrons 14 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 5-13 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.

Online: Patrons may apply online for a limited-access library card good for 60 days. Patrons must present a current photo ID and proof of district residence to receive a full-privilege library card.

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

Lost or Stolen Cards: Patrons must report a lost or stolen 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 missing card. Replacement cards may be purchased for \$3.

Pandemic Exception: 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.

Limitations

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

PRINTING AND COPYING

Charges for copies or printing from the public computers will be as follows:

Black & White 8 ½ x 11	\$0.25 per side
Color 8 ½ x 11	\$0.50 per side

There is no reduced rate for multiple copies. Patrons may not use their own paper. Scanning to email is free (Black & White or Color).

Circulation Policy January 2021

LOAN RULES

- The Library does not charge late fines for overdue materials that belong to FRG Library.
 - If a Fox River Grove patron checks out an interlibrary loan item from a library that charges fees, the Library would charge the patron for any fees.
 - If a Fox River Grove patron checks out an item from another library that charges late fines or other fees, the other library would charge the patron for any late fines or other fees.
- Renewable items may be renewed up to 3 times in person, by phone, or online if there are no holds. The Library automatically renews all unreturned items eligible for renewal.
 - 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 (usually new formats and very expensive items).
- When an item is 21 days overdue, the patron account becomes restricted from checking out physical and digital materials and using public computers.
- The Library charges replacement fees for lost and irreparably damaged materials.
 - When an item owned by FRG Library is 45 days overdue, it is considered lost. The full replacement price of the lost item and any accompanying materials, plus a \$5 processing fee, will be charged to the patron account.
 - Interlibrary loan items are considered lost at 7 days overdue. The cost of repair or replacement of Interlibrary Loan items shall be determined by the library that owns the item(s).
 - When an item is irreparably damaged, the full replacement price of the item and any accompanying materials, plus a \$5 processing fee, will be charged to the patron account.
- Every patron is fully responsible for the replacement cost of all Library items checked out on his/her 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.
- Materials may be borrowed for extended vacation loans at the discretion of the Library staff.
- The library will work with educators to arrange extended checkouts of classroom collections.
- Materials on hold will be held for 3 full business days after notice has been given to the patron that the item is available. Following that, they will be given to the next person on the holds list or returned to the open shelves.
- Reference material, including current periodicals, may not be removed from the Library. Exceptions may be made at the discretion of the Library staff.

Items	Loan Period	Restrictions
Books	3 weeks	50-item limit per adult card 10-item limit per youth card
DVDs	1 week	5-item limit per card
TV on DVD	2 weeks	2-item limit per card
Music CDs	2 weeks	10-item limit per card
Books on CD	3 weeks	5-item limit per card
Video Games	2 weeks	2-item limit per card
Interlibrary Loan items (Books, DVDs, CDs, Audiobooks only)	2 weeks or what lending library permits. Materials 7 days overdue will be considered lost.	Limit to three (3) items per card at one time. Exceptions may be made at the discretion of the Adult and Technical Services Manager.
Fishing Poles	2 weeks	2-item limit per card
PlayAway Tablets	2 weeks	2-item limit per adult card with no renewals
STEM Kits	2 weeks	2-item limit per adult card with no renewals
WiFi HotSpots	10 days	1-item limit per adult card with no renewals
Internet Tablets	10 days	1-item limit per adult card with no renewals
Board Games	2 weeks	2-item limit per card
Umbrellas/Snow Scrapers	2 weeks	2-item limit per card
Digital Materials (eBooks, eAudiobooks, etc.)	Varies by platform	Requires FRGML library card. See platform for additional information.

