



Circulation Manual

494 Laurel Avenue, Highland Park, Illinois 60035-2690
Revised August 2022

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ISSUANCE OF LIBRARY CARDS

1) Highland Park Residents, Adult

- a) A library card valid for three years will be issued without charge to persons who are age 14 or older and reside within the City of Highland Park.
- b) To receive a library card, residents of Highland Park must apply in person and present valid identification. Identification must include proof of Highland Park residence as well as a photo ID.

Acceptable forms of identification and proof of Highland Park residence include (all must be current):

- Driver's License
- State Identification Card
- Credit Card Statement
- Student Identification Card
- Passport
- Government Issued Photo
- ID Bank Statement
- Voter's Registration Card
- Instructional Driver's Permit
- Lease or Housing Agreement
- Telephone, Gas, Electric, Water or Cable Bill
- Vehicle Insurance Card
- Postmarked Mail
- Other, if approved by the Membership Services Manager

- c) Patrons between 14 and 17 years old who do not have the necessary proof of residence can be registered utilizing their parent or legal guardian's proof of Highland Park residency.

2) Highland Park Residents, Juvenile

- a) A library card valid for three years will be issued without charge to persons who are under the age of 14 and reside within the City of Highland Park.
- b) Persons under the age of 14 must apply in person and have a parent or legal guardian sign the application form. They may present their own identification or have a parent or guardian present the necessary identification (see above for acceptable forms)
- c) The card issued to a person under the age of 14 can be canceled at any time by that person's parent or legal guardian.
- d) A parent or legal guardian who has signed the child's application form has financial responsibility for all materials checked out on the card of a child under the age of 14.

3) Temporary Highland Park Residents

- a) A temporary library card will be issued to an employee, or person, who resides in the home of a Highland Park resident, upon completion of the "Request for Temporary Borrower Card" form. This form requires the signature of the resident who takes financial responsibility for overdue, lost, or damaged materials checked out to the temporary borrower. The signed form will be kept on file. The resident must have a valid library record.
- b) Cards are issued for a 3 month minimum and 12 month maximum and may be renewed, with an updated request form, for up to an additional 12 months.

4) Highland Park Property Owner Residing Outside Highland Park

- a) A library card valid for one year will be issued to an individual who lives outside of Highland Park but pays taxes on property in Highland Park. In order to qualify for the card, an individual must present a copy of the most recent tax bill pertaining to the taxable property.
- b) A card may be issued to only one person for each parcel of taxable property, regardless of whether there are several joint owners of the property (75 ILCS 5/4-7(12)). This card is not a family card. A copy of the application and a copy of the tax bill will be kept on file. The most recent tax bill must be presented each time the card is renewed.
- c) Highland Park property owners who reside outside of Highland Park are entitled to all materials and services available to residents.

5) Highland Park Business Owners

- a) A library card valid for one year will be issued to an individual who lives outside of Highland Park but owns a business in Highland Park. In order to qualify for the card, the business owner must present official business mail showing the name of the name of the business, owner or CEO, and Highland Park address.
- b) A card will be issued to only one person for each business, regardless of whether there are several joint owners. This card is not a family card. A copy of the application and a copy of the supporting documents will be kept on file.
- c) Highland Park business owners who reside outside of Highland Park are entitled to all materials and services available to residents

6) Staff Library Cards

- a) Employees of the Highland Park Public Library will be registered with the library using the staff designation.
- b) Employees are responsible for lost or damaged materials charged to the card.

7) City of Highland Park Staff Library Cards

- a) Employees of the City of Highland Park will be registered with the library using the City staff designation.
- b) Employees are responsible for lost or damaged materials charged to the card.

8) Institutional Borrowing Privileges

Institutional borrowing privileges are extended to Highland Park School Districts, private educational institutions located within the City of Highland Park, Highland Park agencies, and residential facilities located within the City of Highland Park. All rights, privileges, and responsibilities of resident patrons are extended for institutional borrowing, except for the following:

- a) Borrowing privileges are given for one year and may be renewed annually thereafter. The Library maintains a borrower record and card.
- b) The school, agency, or residential facility administrator must provide a contact person at issuance and at each renewal.
- c) No more than 40 items will be loaned at one time to each institutional borrower.

9) Reciprocal Borrowers

- a) The Highland Park Public Library accepts cards for borrowers of the Cooperative Computer consortium (CCS) and of other Illinois public libraries participating in the Inter-System Reciprocal Borrowing Covenant.
- b) CCS Reciprocal Borrowers must present a valid library card from their home library or proper identification with their current residence address. Reciprocal Borrowers from other Illinois public libraries must present a valid library card from their home library and proper identification with their current residence address. A Reciprocal Borrower's library card will expire on the date set by the issuing library or three years after issuance, whichever is less. Reciprocal Borrowers who have purchased non-resident cards from other public libraries in the Reaching Across Illinois Library System (RAILS) must present a valid library card from the issuing library. Those cards will expire on the date set by the issuing library.
- c) Reciprocal Borrowers may have limited borrowing privileges (see Section 2, Circulation of Library Materials, l) (c, d, e).

10) Renewing Library Cards

Library cards can be renewed according to the same conditions as the initial registration.

USE OF LIBRARY IDENTIFICATION

1) Identification

A person may present a library card or an electronic device with a scanned image of the card barcode and human-readable number as library identification.

2) Lost/Stolen Library Identification

Borrowers are responsible for all materials checked-out with their library identification until the identification is reported lost. Borrowers are required to report lost or stolen library identification.

3) Liability for Unauthorized Use of Library Identification

- a) The possession of another person's library identification to check out Library material on that person's behalf is considered authorized use.
- b) Borrowers will not be liable for materials checked out after the loss of their library identification has been reported.
- c) A borrower will be liable for all losses for unauthorized uses occurring prior to notifying the Library.

4) Confidentiality of Registration and Circulation Records

- a) Registration and circulation records are confidential per state law (75 ILCS 70). Persons requesting information about their own records must present their library cards before staff will provide any information.
- b) If this request is made by telephone, patrons must provide their library barcode numbers before any information will be provided. Only the number of items checked out, money owed, and titles of reserved and/or overdue materials will be provided.

5) Patron's Change of Address/Custodial Parent

- a) All registered borrowers of the Highland Park Public Library are required to inform the Library of any change of address, phone, email, or other contact information.
- b) If at any time mail sent to the patron by the Library is returned, or if the Library learns by other means that the address on file is no longer accurate, the patron's borrower privileges will be suspended. The patron will need to show valid identification of current residence to restore borrower privileges.
- c) If the parent who originally signed a juvenile registration card is no longer a custodial parent, a new registration card must be completed and signed by a custodial parent. The child may continue to use the same library identification.

6) Library Identification Not Presented for Checkout

- a) Registered borrowers who have forgotten their library identification may borrow items by showing proper photo identification that verifies their residence address.
- b) Children between 8 and 14 years of age who do not have their library identification and are not accompanied by an adult may borrow items by confirming their street address and telephone number with the Membership Services clerk.
- c) Children age 7 and under who do not have their library identification and are accompanied by an adult may borrow items when identification and address can be verified.
- d) Upon request, the Library may hold materials for four days.

7) Ownership of Library Cards

- a) All cards issued by the Highland Park Public Library remain the property of the Library and may be reclaimed for violation of Library policies.

CIRCULATION OF LIBRARY MATERIALS

1) Quantity

- a) Highland Park resident borrowers, CCS reciprocal borrowers, and registered reciprocal borrowers from other Illinois public libraries may possess as many as 150 items from the Library's collections on each library identification. Directors or Department Managers may set temporary subject and type of materials limits for their collections due to seasonal demand, special programs, or limited resources.
- b) DVDs, Blu-rays, Video Games, New Audiobooks, and e-readers have the following limits:
 - i) 20 DVDs or Blu-rays
 - ii) 8 Video Games
 - iii) 4 New Audiobooks
 - iv) 1 Nook
- c) Directors or Department Managers may set temporary subject and type of materials limits for their collections due to seasonal demand, special programs, or limited resources.

2) Loan Periods

- a) Materials that circulate for a 4-week loan period (28 days):
 - i) Books – Print materials that are not designated as NEW
 - ii) Foreign Language Instructional DVDs, CDs
 - iii) Maps
 - iv) Audiobooks
 - v) Kill-A-Watt Meters
- b) Materials that circulate for a 3-week loan period (21 days):
 - i) New Adult Audiobooks
 - ii) New Adult Large Print
 - iii) New Fiction and Non-Fiction (over 500 pages)
 - iv) New Youth Fiction and Non-Fiction
 - v) New Travel Guidebooks
 - vi) Feature and foreign film DVDs and Blu-rays
 - vii) Adult Nonfiction and Series DVDs or Blu-rays
 - viii) Music CDs
 - ix) Opera Commentary CDs
 - x) E-readers/Nooks
- c) Materials that circulate for a 2-week loan period (14 days)
 - i) New Adult Fiction and Non-Fiction (500 pages or fewer)
 - ii) Magazines
 - iii) Hot Picks books
 - iv) STEM kits
 - v) Miscellaneous items: WiFi Hotspots, Ukuleles

- d) Materials that circulate for a 1-week loan period (7 days):
 - i) New Adult DVD/Blu-ray
 - ii) New Youth DVD/Blu-ray
 - iii) Miscellaneous items: Roku Devices, Bloggie Cameras, GoPro Cameras, Spider Tripods, Portable Hard Drives
- e) Directors or Department Managers may adjust loan periods for their collections due to seasonal demands, special programs or limited resources.
- f) Upon request, materials that fit the following descriptions are available for Vacation Loans of up to six weeks (42 days) for print materials, and up to three weeks (21 days) for audio-visual materials:
 - i) No longer in high demand
 - ii) No longer new
 - iii) Not on hold
 - iv) Under special circumstances the Membership Services or Media Services Manager may extend the loan period.

3) Renewals

- a) Materials that circulate for a 4-week loan period (28 days) are automatically renewed twice, for the normal loan period if there are no holds on the item, and if the card is in good standing. Materials can also be renewed in person, by telephone, or through "My Account" online.
- b) New materials and most miscellaneous items that circulate for a 3-week (21 days), 2-week (14 days), or 1-week (7 days) loan period may be renewed once, except those noted in the appendix on page 12, for the normal loan period for that item if there are no holds on the item. Materials can be renewed in person, by telephone, or through "My Account" online.
- c) Renewals are not taken on Hot Picks books, Kill-A-Watt Meters, e-readers/Nooks, laptop computers or developing collections.
- d) Directors or Department Managers may limit certain materials from their collections from being renewed due to seasonal demand, special programs or limited resources.

4) Hold Requests

- a) Highland Park resident patrons may place holds on Library materials. They may place holds through the online catalog, by telephone or in person.
- b) No holds may be placed on Hot Picks books and laptops. CCS and other reciprocal borrowers may not place holds on materials or other collections that may have holds restricted to Highland Park residents only.
- c) Directors or Department Managers may temporarily restrict holds from being placed on materials due to seasonal demand, special programs or limited resources.
- d) Material with holds will be held for 4 days from the date of the hold alert.
- e) Patrons may have up to a total of 50 holds at one time.

5) Interlibrary Loan

- a) Only Highland Park resident patrons may request interlibrary loan materials. Holds placed on materials at other CCS member libraries do not constitute interlibrary loan as defined in this policy.
- b) Patrons may have up to 10 interlibrary loan item requests outstanding at one time. No patron may request the same title more than twice within a 12-month period. Contingent upon patron approval, patron is responsible for any fees assessed by the lending library.
- c) Patrons may have up to 10 requests for copies of periodical articles. Fees charged by the lending library for periodical photocopies are passed along to the patron regardless of whether the material is used.
- d) If the Highland Park Public Library owns the requested interlibrary loan item, the request will not be processed.
- e) Highland Park Public Library follows the guidelines of service outlined in the Illinois Interlibrary Loan Code and the Reaching Across Illinois Library System Interlibrary Loan procedures. <https://www.railslibraries.info/services/interlibrary-loan>

PATRON RESPONSIBILITIES

1) Responsibility for Materials

- a) Patrons are responsible for items loaned using their library identification until the items are returned to the Highland Park Public Library.
- b) A parent or legal guardian who signed the child's application form is responsible for all materials checked out with the library identification of a child under the age of 14.
- c) The residential employer or host family member who signed the Request for Temporary Borrower Card is responsible for all materials checked out with that temporary borrower's library identification.

2) Overdue Materials

- a) Items are due by closing time indicated on the due date receipt slip for the item loaned. Materials may be returned to the appropriate Library material drop in the building or parking lot.
- b) In special circumstances charges and fees may be reduced or waived by the Membership Services or Media Services Manager.
- c) Library borrowing privileges will be suspended when \$20.00 in outstanding bills have been accumulated. Privileges will be reinstated when the patron's record is resolved. In special circumstances, the Membership Services or Media Services Manager may allow limited borrowing privileges to patrons whose borrowing privileges have been suspended.
- d) Library borrowing privileges will be suspended when an item is 14 days overdue or when a Highland Park patron has 40 or more items that are overdue. Reciprocal Borrowers will be blocked when 25 items are overdue. Privileges will be reinstated when the patron's record is resolved.
- e) Patrons are responsible for overdue items regardless of receipt of notice. The Library will send overdue notices on a regular basis to remind patrons of overdue materials.
- f) The Library considers an item lost once it is 45 days overdue.
- g) The Library borrows Interlibrary Loan (ILL) items from other libraries all over the United States, then lends them out to Highland Park residents. Some libraries may choose not to lend anything to the Library if the return of ILL items is consistently overdue. As such, a pattern of returning ILL items late may result in suspension of a patron's ILL privileges. A warning will be issued at the first occurrence of ILL item(s) returned after the due date, a second warning for a second occurrence, and a 30-day suspension of ILL privileges at the 3rd occurrence. If there is any damage to an interlibrary loan item or an interlibrary loan item is lost, the patron will be responsible for the lending library's replacement cost which may be as high as several hundred dollars over the purchase price of the item.

3) Lost or Damaged Materials

- a) The patron will be charged the library's replacement cost for the lost or damaged item.
- b) The Library does not accept a replacement copy in lieu of payment.
- c) The Library is not liable for damage to patrons' equipment used in conjunction with Library materials.
- d) Fees may be assessed for lost or damaged containers, supplementary contents of the materials, and barcodes.

Revised April 25, 2011

Revised July 8, 2014

Revised August 27, 2019

Revised March 9, 2021

Revised May 11, 2021

Revised November 9, 2021

APPENDIX

LOAN PERIODS AND CHECKOUT LIMITS

Item Type	Loan Period (Days)	Checkout Limit	Holdable	Renewal Limit
ADULT				
Book (Incl. Browsing Paperback)	28	150	Yes	2
New Book	14	150	Yes/HP	2
New Book (500+ pages)	21	150	Yes/HP	2
New Travel Guidebook	21	150	Yes/HP	2
New Computer Book	21	150	Yes/HP	2
New Large Print	21	150	Yes/HP	2
Hot Picks Book	14	2	No	0
Map	28	150	Yes	2
Audiobook	28	50	Yes	2
New Audiobook	21	4	Yes/HP	2
Language Instructional	28	150	Yes	2
Video Game	21	8*	Yes	2
Magazine	14	10	Yes/HP	2
Downloadable	Varies		Yes/HP	0
ADULT AV				
CD (Music)	21	150	Yes	2
New CD (Music)	21	150	Yes	2
Opera Commentary	21	3	Yes	2
DVD/Blu-Ray	21	20*	Yes	2
New DVD/Blu-Ray	7	20*	Yes/HP	2
YOUTH				
Book (Incl. Paperback Series)	28	150	Yes	2
New Book	21	50	Yes/HP	2
Holiday Book	28	50	Yes	2
Magazine	14	10	Yes/HP	2

Audiobook	28	150	Yes	2
New Audiobook	21	4	Yes/HP	2
CD (Music)	21	150	Yes	2
New CD (Music)	21	150	Yes	2
DVD/Blu-Ray	7	20*	Yes	2
New DVD/Blu-Ray (2-Day)	7	4	Yes/HP	2
Video Game	21	8*	Yes/HP	2
Kit (<i>Book with CD</i>)	21	50	Yes	2
STEM Kit	14	1***	Yes/HP	2
Nook	21	1	Yes/HP	0
Library of Things/ Miscellaneous				
Camera Camera Tripod Portable Hard Drive Digital Projector Slide Projector	7	2**	Yes/HP	1
Ukulele	14	1***	Yes/HP	1
Mobile Hotspot	14	1***	Yes/HP	1
Roku Device	7	1**	Yes/HP	1
Kill-A-Watt Meter	28	1**	Yes/HP	0
Laptop Computer	2 hour	1**	No	0
Walker (Library Use Only) ≠	1 hour	1	No	0

* DVD/Blu-Ray Checkout – 20 total
Video Games – 8 total

**Highland Park cardholder only.

***Highland Park and District 112/113 residents only.

Registered Reciprocal Borrowers may possess up to 150 items checked out at any given time.

Interlibrary loan materials have a checkout limit of 10 items.

Reference materials do not circulate.

≠ Use dependent on completion of liability waiver.

Revised August 9, 2022