

COLONA DISTRICT PUBLIC LIBRARY LIBRARY USE POLICY

Philosophy:

The Colona District Public Library was and is designed to serve the public. Therefore, the facilities, equipment and services are for use by the general public. The Colona District Public Library's guideline for operation is to make the library, its materials, equipment and services, cover the broadest area of needs and interests of the library district. In return, all patrons are expected to behave in a manner that allows for study, computer usage and other enjoyable uses of the library. Abusive, insulting, or threatening language, physical intimidation, or abuses are not permitted.

Objectives:

This policy is intended to establish guidelines for the comfortable and safe use of the library building, grounds, materials, equipment and services. This policy defines general guidelines the library staff will follow in dealing with specific situations. The library staff will courteously but firmly enforce the guidelines of this policy.

Building:

The library building and its multi-purpose room are available for community use during normal library hours. The multi-purpose room may be used only by adults, except during library programs or other adult supervised programs. Smoking, chewing of tobacco, e-cigarettes and vaping are not permitted in the building. Drinking of beverages by patrons is restricted to covered containers at one of the reading tables (not computer table) and the multi-purpose room. No pets are permitted in the building, with the exception of service animals or animals involved in a learning presentation. See Service Animal Policy.

Grounds:

The parking lot and grass areas are for the use of library patrons and staff for access to the library and for library programs. Loitering or playing is not permitted on the library grounds at any time. Skateboarding on the premises is prohibited. Bikes are to be properly parked in the designated area.

Library cards:

A library card or confirmation of identity is required to take circulating materials from the library building. Juvenile patrons may only checkout materials for themselves. Adult guardians are liable for any items checked out by juveniles. Adult cards will be issued when a young person reaches age 18.

Library cards are available free of charge to residents of the library district. The library district has essentially the same boundaries as Colona Township in Henry County, Illinois. A Colona District Public Library card also allows a patron to borrow materials from any member library of the PrairieCat System and any Illinois ILLINET library member. Nonresidents of the district may purchase a card at the currently defined price. The nonresident card includes system privileges.

Lost or damaged cards will be replaced for five (\$5.00) dollars each. Free replacement cards may be obtained during the month of June.

Materials:

Only adults (18 or older) may checkout DVDs or videogames.

Patrons who request and receive materials borrowed from non-system out-of-state libraries may be responsible for the charges to return the materials to the lending library. See Circulation Policy for ILL Borrowing.

Fines begin to accumulate at the beginning of the next library business day (10 a.m.) after the date due and accumulate each day the library is open and the item is not returned. Items may be renewed at the library, via phone call to the library or via website. Fines for items that are returned after the due date are ten (\$.10) cents per day. The maximum fine is five dollars (\$10) per item. On a case-by-case basis, staff will grant amnesty. (Examples: serious illnesses, death, or catastrophic circumstances etc.)

Costs associated with damaged circulating items will be handled at the librarian's discretion.

All lost materials will be assessed at current replacement cost plus the current processing fee. Library staff will purchase replacement items. If the lost materials are found, have not been paid for, and are returned in usable condition only accumulated fines are charged. See Circulation Policy for Lost Items.

If the patron believes they have returned material that the library records show as still checked out to the patron, a "claims returned" may be filed. Filing a "claims returned" does not release the patron of responsibility for the materials; it merely allows a grace period where no further fines are accumulated while the patron and the library staff search for the material. See Circulation Policy for Claim Returned Item.

Equipment:

There are several computers with different capabilities located around the library. Staff can answer questions regarding capability and availability. Refer to the Internet Policy.

The catalog of the Colona District Public Library and the PrairieCat System is available via a website on library workstations or home computers. Check with staff members for assistance.

Services:

The Colona District Public Library is a member of PrairieCat and the Reaching Across Illinois Library System (RAILS).

The Colona District Library offers reference service in the library and by telephone.

The Colona District Library attempts to offer the range of materials and services required to serve the patrons of the district. Refer to the Mission Statement and the Materials Selection Policy for guidelines concerning material selection.

Printing and copying are available at the price of ten cents (\$.10) per side for black and white and twenty-five cents (\$.25) per page for color.

Receipt and transmission of faxes are available at the price of one dollar (\$1) for the first page and ten cents (\$.10) per subsequent page. The library staff will transmit your faxes as time allows.

Scanning is free for the first twenty-five (25) pages. When the document(s) to be scanned is/are more than twenty-five (25) pages, five cents (\$.05) will be charged per page for all pages scanned.

Federal and State tax forms may be available during the tax season, at the discretion of the State and Federal Internal Revenue Services.

Internet Access:

Refer to the internet use policy.

Unattended Children:

All children age seven years and younger must be attended and adequately supervised by an accompanying responsible person. "Responsible person" refers to an adult or mature adolescent other than library personnel.

All children age seven years and younger who participate in Story Time or special library programs, must have an accompanying responsible person remain in the library while the child(ren) attends the program.

Children who are eight years of age or older may be left unattended in the library, subject to the rules and regulations of the library concerning behavior and conduct. Library staff shall not be responsible for unattended children.

Children must be picked up fifteen minutes before closing.

Colona Library assumes no responsibility for children left unattended at the library after closing hours. The staff has been instructed to contact police in this situation.

Children who attend the library with organized groups; e.g. day care groups, pre-school groups, tours, etc., regardless of their age, must be adequately supervised by a responsible person or persons.

Confidentiality:

The Colona District Library maintains full confidentiality of patron's records as outlined by state law. Refer to the Patron Confidentiality Policy.

Compliance:

Patrons who violate the guidelines of this policy may have their library privileges suspended. Patrons whose behavior interferes with the use of the library by others may be asked to leave and may be banned from admission. Local law officers will be summoned if patrons refuse to comply. Any acts that are subject to prosecution under criminal or civil codes of law may be prosecuted. See Patron Behavior/Code of Conduct.

Appeal of a Policy Decision:

All decisions of the library staff are final at the time they are given. If a patron wishes to appeal a staff decision, the patron may submit a written appeal to the Library Board of Trustees or request time at the next regularly scheduled board meeting.

Revision of the Policy:

The Library Director and the Board of Trustees shall review this policy every three years. Any necessary additions or revisions will be incorporated at this time.

Policy adopted: March 1997

Policy reviewed: January 2000

Policy revised: July 11, 2000

Policy revised: March 11, 2002

Policy revised: February 9, 2004 Changes effective on March 8, 2004.

Policy revised February 14, 2006

Policy revised January 9, 2007 Names changed throughout

Policy revised January 12, 2010

Policy revised January 12, 2016

Revised January 8, 2019 – Unattended Children, Materials (Hot Spots), Lost/Damaged Cards cost updated

Revised August 13, 2019 – Cost of excessive scanning

Revised January 2022