

Cicero Public Library Circulation Policy

Loan Limits

Patrons may have two hundred (200) items checked out at any given time however Console Games are limited to five (5) and Laptop Computers are limited to one (1).

All material other than laptops will have a three (3) week loan length.

Laptop Computers will be loaned for in-library use all day for patrons 18 years and older.

Hotspots will be loaned to patrons 18 years and older.

Item Renewals

All material may be renewed twice if there are no holds on the material. The renewal length will be the same as the original loan length. Laptop Computers may not be renewed.

Fines

All cardholders will have an overdue fine-free privilege when using the Cicero Public Library. Cicero Public Library card holders are only responsible for overdue fines when visiting other libraries that charge fines for overdue materials.

All library materials checked out on a valid library card are the responsibility of the cardholder (or the parent/guardian responsible if the patron is a minor) until the library card is reported lost or stolen. If materials that are currently on the patron's record are lost or damaged beyond repair, the cardholder is required to pay the cost of the item.

Laptop Computers \$5.00 fine if returned later than 15 minutes before closing.

Hotspots will be remotely disconnected after being 1 day overdue.

Requests

Patrons will be limited to twenty-five (25) pending requests at any given time.

The patron will be contacted once the material they have requested arrives and it will be held for a length of time determined by System Wide Automated Network (SWAN, our library consortium common database) policy. We must follow the Reaching Across Illinois Library System's (RAILS) Interlibrary Loan (ILL) policy for material sent to, or received from, other libraries. Photocopy requests must comply with copyright laws. Laptop Computers may not be requested.

Interlibrary Loan Charges

There is a \$3.00 charge for any requested material that is received from out of state or from an in-state library that charges a fee. This amount will be charged to the requesting patron whether the material is picked up or not.

Effective April 13, 2015; Revised June 13, 2016; Revised Aug 2, 2018; Revised November 2, 2021