

| | |
|------------------------|---------------------------------------|
| Code | <i>OPS-003</i> |
| Policy Title | Circulation Policy |
| Category | Operational & Facility Policies (OPS) |
| Cross-Reference | -- |
| Appendix | -- |
| Date Adopted | January 2026 |
| Date Reviewed | -- |

Policy Statement

The Robert R. Jones Public Library District provides borrowing privileges to library cardholders in good standing in accordance with the policies of the PrairieCat Consortium and the Illinois State Library. This policy ensures equitable access to library materials and resources, promotes responsible use of the collection, and outlines borrowing rights and responsibilities for all patrons.

The Library participates in the PrairieCat Consortium to offer shared access to materials, uphold consistent borrowing standards among member libraries, and encourage the effective use of public resources.

PROCEDURE

1. Borrowing Privileges

1.1 Borrowing privileges are available to all patrons holding a valid public library card in good standing.

1.2 Patrons must present their library card (physical or digital) to borrow materials or access certain services.

1.3 Borrowing privileges may be suspended for patrons with overdue materials, unpaid fines, or unresolved charges exceeding \$10.00.

1.4 Patrons are responsible for all items checked out on their card until the items are returned and properly discharged from their account.

2. Loan Periods and Renewals

2.1 Standard loan periods vary by material type and are set by the Library in accordance with PrairieCat standards.

2.2 Items may be renewed if:

- No other patron has placed a hold on the item; and
- The item has not reached its renewal limit as determined by system settings.

2.3 Certain collections, such as mobile hotspots or specialty equipment, are not eligible for renewal.

2.4 Renewals may be completed online, in person, or by phone.

3. Fines, Fees, and Lost Items

3.1 Patrons with fines or fees totaling \$10.00 or more are not permitted to check out additional materials until the balance is paid below this threshold.

3.2 The Library may assess fines or replacement costs for lost or damaged materials in accordance with PrairieCat guidelines.

3.3 Patrons are responsible for the replacement cost of any lost item, plus a processing fee.

3.4 Once payment for a lost item has been made, no refunds will be issued if the item is later found.

3.5 All eCommerce or online payment processing fees are non-refundable. Any refund requests must be directed to the patron's home library.

4. Special Item Circulation

4.1 Cultural and Museum Passes

- Available on a first-come, first-served basis to Robert R. Jones Public Library cardholders.
- Passes cannot be placed on hold and may not be renewed.

4.2 Mobile Hotspots

- 7-day checkout period, with no renewals.
- Must be checked out and returned inside the library; returns through the book drop are not permitted.

4.3 Library of Things Collection

- Includes non-traditional items such as tools, games, electronics, and educational kits.
- Requires a signed user agreement prior to borrowing.
- Holds are available for select items.

- All items must be checked out and returned to the Robert R. Jones Public Library; returns to other PrairieCat libraries are not allowed.

5. Patron Privacy and Reading History

5.1 The Library upholds the confidentiality of patron borrowing records in accordance with the Illinois Library Records Confidentiality Act (75 ILCS 70/1).

5.2 Patrons may opt-in to save their reading history through their PrairieCat account.

5.3 Library staff cannot enable or access a patron's reading history on their behalf.

6. Consortium Participation and Shared Responsibility

6.1 The Robert R. Jones Public Library District abides by all PrairieCat Consortium circulation policies and procedures to ensure uniform service to patrons across member libraries.

6.2 Items borrowed through PrairieCat are subject to the lending library's policies regarding due dates, renewals, and fees.

6.3 The Library supports the consortium's goals of effective cooperation, resource sharing, and equitable service to all patrons.

7. Lost or Damaged Materials from Other Libraries

7.1 Patrons are responsible for materials borrowed from other PrairieCat libraries under their account.

7.2 Lost or damaged materials belonging to another library must be paid for according to that library's policies and replacement costs.

8. Responsibilities of Member Libraries

8.1 Staff who add or modify item records in the PrairieCat database must complete the Item Entry Certification program.

8.2 When developing new collections, the Library may restrict items to local holds.

8.3 The Library maintains compliance with PrairieCat governance requirements, including delegate participation at Delegates Assembly meetings. A fine of \$150 may be assessed by PrairieCat for repeated non-attendance.