

Library Materials Policy

(Library Cards, Circulation, Holds, Lost/Damaged Items, Other Services)

Responsibilities of Cardholders and Patrons

By applying for a Henderson County Public Library District (HCPLD) card or registering as a reciprocal borrower, patrons agree to follow all Library policies and to assume responsibility for all materials checked out on their account.

Patrons must use their own card. Another person's card may not be used without the cardholder's permission. Family members may be authorized to pick up holds.

Library Cards

Anyone who lives in, or owns taxable property within, Henderson County Public Library District (HCPLD) is eligible for a library card. Because the Library must protect taxpayers' investment in its collection, applicants are required to provide identification and proof of residence during registration.

You may apply for a card in person or online. To verify residency, present a government-issued photo ID and/or a recent bill in your name. Acceptable forms of identification include a current driver's license, state ID, utility bill, property tax bill, mortgage documents, voter registration card, a postmarked bill dated within the past month, or personalized checks.

Individuals who own real property within the district may receive a card at no cost by showing a tax bill. Businesses that own commercial property are eligible for one card per business.

Library Cards will expire after three years for residents, while nonresident Library cards are valid for one year.

To obtain a juvenile card (for ages 5–17), a parent or legal guardian must agree to accept responsibility for all items borrowed with that card. Because the adult assumes responsibility for the minor's use of the account, the adult's identification is required during registration.

Non-Resident Cards

The Henderson County Public Library District determines its non-resident card fee using the General Mathematical Formula established by Illinois law (23 Ill. Admin. Code 3050.60).

Home-School Families

Home-School Families are encouraged to contact the Library for information about where the Bookmobile stops near them and information about extended checkouts. They may request double checkout periods on HCPLD items, though staff may deny this for new or high-demand materials. All other limits, fines, and fees still apply.

Length of Loans

HCPLD circulates materials in a variety of formats including books, stem backpacks, books on CD, and DVDs. The following terms of loan are applicable as indicated:

	Length of Loan	# of Automatic Renewals	Limits
Books	2 weeks	1	N/A
Audio Books	2 weeks	1	N/A
DVDs	2 weeks	1	6
Other	2 weeks	1	N/A

Hold/Reserves

Patron holds will be held for a period of one week unless otherwise discussed with a patron. If additional patrons are waiting for the material, the next patron on the list will be notified. Prompt retrieval of holds is the responsibility of the patron.

Fines and Fees

Henderson County Public Library does not charge late fees for overdue items.

- Each item has a due date. Cardholders are responsible for honoring the due date.
- The fine-free policy only applies to overdue items. Fees for lost or damaged items will be applied according to procedure.
- The catalog system will automatically renew up to 1 time any items that are eligible for renewal and are not reserved for another patron.
- If an item is 21 days overdue, the cardholder's account will be blocked from using library services. Once the item is returned, the block will be removed.
- After 45 days, outstanding items will be considered lost and will be billed to the cardholder.

Lost or Damaged Materials

Materials borrowed are the responsibility of the library patron. If an item is lost or damaged the replacement cost, including the item and processing costs, are the responsibility of the patron. In the case of children under the age of 18, it is the parents' responsibility to pay for lost or damaged items.

Interlibrary Loan

The Henderson County Public Library District abides by the ILLINET Interlibrary Loan Code (23 Ill. Adm. Code 303 Exhibit A). When patrons want material that is not available within the Henderson County Public Library District, we ask other agencies to provide it. This is the process of interlibrary loan. Materials borrowed through interlibrary loan have a circulation period which is determined by the lending library, not the Henderson County Public Library District. We are happy to borrow materials from other libraries for you, but we ask that you respect the date by which those materials must be returned to their home libraries. Failure to return ILL loans in a timely manner may result in the loss of ILL privileges.

Patron Rights & Privacy

HCPLD adheres to the American Library Association Library Bill of Rights, which states, in part, "A person's right to use a library should not be denied or abridged because of origin, age, background, or views." Furthermore, HCPLD will not restrict access to library materials or services to anyone solely on the basis of age. Supervising the use of the library by children under the age of 18 is the responsibility of parents or legal guardians, not library staff. For library privileges, patrons age 18 and older are considered adults under library policy and Illinois Library privacy laws.

Personal registration and circulation records are confidential under the Illinois Library Records Confidentiality Act (75 ILCS 70/1, et seq.).

Internet Use

HCPLD provides Internet access via an open Wi-Fi connection for personal devices and via library computers designated for public Internet use. Access to the Library's Internet connection is subject to the Computer and Internet Use Policy. There is no charge for use of the Library's Internet, and it is available regardless of cardholder status.

Other Library Services

In addition, HCPLD provides the public with faxing, photocopying, printing, scanning, disc cleaning, lamination, and reference services.

Reference services are provided to library patrons during regular library hours. Staff will make every effort to respond to inquiries within a day and notify patrons of any updates as needed.