

Circulation Policy

Revised 11.21.19, 3.21.24

Getting a Library Card:

- **Ready to get your library card? Anyone living in the Fremont Public Library District is welcome!**
 - To prove you live in the district, **please bring valid identification:**
 - **A photo ID:** This could be your driver's license, state ID, passport, or military ID. If your photo ID has your current address, that's all you need to bring.
 - **If your photo ID doesn't show your current address,** make sure you bring a second document that does. This could be a recent utility bill, bank statement, or government document with your name and address.
- Kids under 18 need a parent or guardian with them to sign up for a card and take responsibility for borrowed materials. The parent or guardian will need valid identification and all accounts associated with them must be in good standing.
- Business owners or senior administrators of businesses that own property within the district can get one card per property by showing their latest tax bill. This card needs renewal yearly.
- Moving from another library? Settle any outstanding debts there before getting a Fremont card.
- You're responsible for what you borrow, even if someone else uses your card (unless reported lost/stolen).
- Always bring your library card or a valid Illinois ID to check out materials or ask about your account.
- Visitors from other libraries in Illinois can use their home library card here under these same rules.
- Nannies, au pairs, exchange students, and long-term guests can get temporary cards with the host family's approval and proof of residency.
- Individuals living in temporary housing or subletting for a shorter period of time may obtain a card with a 6-month expiration date. Proof of residency for these short-term cards is looser. Ask at the Checkout Desk for details.
- If you don't use your account for 3 years it will be automatically deleted during routine database maintenance. If your card has an outstanding balance, your information will be kept until you clear your account. This helps us keep our records up-to-date and ensures resources are available for active patrons.
- Kids' cards have a different rule: they expire on the child's 18th birthday. After their birthday, they can sign up for their own adult card by coming into the library.

Borrowing & Limits:

- Most items can be borrowed for 3 weeks. Shorter times and smaller limits might apply to ensure fairness for everyone. Details in [Circulation Appendix A](#).
- Some items like reference books and equipment can only be used inside the library. Taking them out of the library building will block your account and charge you full retail replacement cost.

Holds & Renewing:

- Most Fremont materials can be put on hold by Fremont cardholders. Non-Fremont patrons may have limitations. See [Circulation Appendix A](#).
- Forgot your card or ID? We can hold items behind the desk for you for 5 days.
- Most materials can be renewed twice if no one else has a hold on them. See Circulation Appendix A for exceptions.
- Inter-library loans can't be renewed.

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- Ask at the desk for extended loan periods on a case-by-case basis.
- If you are going to be out of town while waiting for a hold, you can suspend the hold until your return and keep your same place in line.
- Book clubs can get extended due dates if registered with Fremont (must be a cardholder to register).

Lost & Damaged Materials:

- If you lose or damage a library item, you'll be responsible for the full replacement cost. This also applies if an item isn't returned after 45 days past its due date. Luckily, there are ways to avoid charges:
 - Find the item! This is always the best option. Return it in good condition and any charges will be dropped.
 - Replace the item with an exact, unused copy. Make sure it's the same edition and format as the original. This only works if the item is available for purchase by the public.
 - Pay the replacement cost. This will be the full price of the item, including any accessories or packaging.
- Inter-library loan losses follow their own policy.
- Unpaid bills may be sent to collections.
- Refunds for paid lost items are only given if the original item is returned in good condition within a week.

Suspended Borrowing:

- Borrowing gets blocked if you have:
 - Over \$10 in fees
 - One or more items 2 weeks overdue
 - 75+ overdue items
 - More than 150 items checked out
 - Outdated contact information
 - Excessive damage to library materials
- A family member's suspended account can affect everyone's borrowing.
- Borrowing usually resumes once the issue is fixed. But severe cases might lead to permanent suspension or limits. You'll be notified in writing if that's the case.

Equipment Damage:

- You're responsible for any damage to your personal equipment while using library materials.

Special Cases:

- The Library Director can make exceptions under special circumstances. Decisions can be appealed in writing. Library Board decisions are final.

Tip: Use [Circulation Appendix A](#) for specific details on different materials and exceptions.