



# MEMBERSHIP POLICY

## **Aurora Public Library District Vision**

Where Aurora Comes Together to Discover, Create, Connect, and Succeed.

## **General Guidelines**

The Aurora Public Library District maintains a collection of physical and digital materials for the use of the residents of the library district and other registered borrowers. Residents of the City of Aurora, those who own businesses or property within the City of Aurora, and teachers and students at Aurora schools are eligible for a library card which gives access to those materials. Residents of unincorporated Aurora pay an annual fee determined by the Board of Library Trustees for a library card. Residents of other Illinois municipalities may register their home library card in order to access Aurora Public Library District materials.

## **Register for a Library Card**

Visit us online or at any library location to register for a library card. Proof of identification and address is required. Children under the age of 18 require a parent or guardian's approval to register for a library card. Library cards are valid as long as the cardholder remains a resident, business or property owner, or a teacher or student in Aurora schools.

## **Your Data**

The library will use the information we collect from you to verify your eligibility for a library card, to communicate with you about items you have borrowed or requested, and to inform you about library services and programs. Your information may be shared with a contracted third party to assist in retrieval of library items. Information about the material you check out is protected by the Illinois Library Records Confidentiality Act. The library collects demographic data on an optional basis to hold ourselves accountable in the service we provide the community.

## **Library Card Use**

One library card will be issued per customer. The Aurora Public Library District retains the right to suspend use for violation of library policy or if fees or item replacement costs exceed \$30. Customers should notify the library immediately if their card is lost or stolen. Accounts carrying a balance of \$100 or more in item replacement costs for more than 90 days may be sent to a company specializing in the retrieval of library materials and will incur an additional \$10 fee.

The library does not charge fines for items returned late. After 45 days an item replacement cost will be assessed. Due dates for interlibrary loan items are set by the owning library.

### **Damaged, Lost, and Not Returned Items**

When an item is damaged, lost, or not returned, the customer will be billed the purchase cost of the item. Replacement costs for materials owned by another library are determined by the owning library.

If a lost item is paid for, then found and returned within 90 days of the payment date, the library will issue a refund. The customer must present the receipt at the time of the return. No refunds are given for interlibrary-loan materials or other libraries' materials, items that have been sent to collection, or collection fees.

### **Checkout Limits**

Customers may check out a maximum of 100 items. Due to limited availability, certain collections have additional checkout limits:

- 2 video games per card
- 20 DVDs per card
- 5 out-of-consortia interlibrary loan items per card

### **Loan Periods**

Library materials circulate according to the following rules. Bookmobile loan periods and limits may be different from this schedule. The library may occasionally pilot new items with new parameters.

<b>Type of Material</b>	<b>Time</b>
New Adult & Marketplace Books	2 weeks, 1 renewal
DVDs, Video Games	1 week, 1 renewal
Marketplace DVDs, Gadgets/Hotspots/Media Equipment, Chromebooks	1 week, 0 renewals
All other Books, Audiobooks, Magazines (current issues do not circulate), Music CDs	4 weeks, 2 renewals

Sheet Music	8 weeks, 2 renewals
<b>In Library Only Items</b>	
Portable DVD Players/Writers, Microphones, Sessions Headphones, In-house Chromebooks	2 hours
Snowball USB Microphones Computer Stands Stereo Headphones	4 hours

*Approved by the Aurora Public Library District Board of Library Trustees July 28, 2021  
Effective August 18, 2021*