

1. Collection Use

Geneva Public Library District (GPLD) residents may share equally in the use and enjoyment of library materials. People of all ages may use materials from any GPLD collection. Patrons may request a printed receipt or view their account online to see current checkouts, due dates, fines, renewals, and reserves. General guidelines for use of library materials include:

- A valid library account is required to check out, renew, or reserve library materials. Current photo identification or scanned barcode may be presented for verification of valid library account in lieu of a SWAN library card.
- GPLD reserves the right to limit the number of items that may be checked out, renewed, or reserved. Loan periods, renewals, and reserve limits vary based on material type and are posted on the Library's website.
- Under special circumstances, loan periods may be extended up to a maximum of six weeks at checkout for GPLD cardholders at the discretion of Library Administration.
- Reserves may be placed on circulating items held by any SWAN library for any SWAN cardholder. The lending library may specify loan periods and/or limitations on availability or number of reserves. Patrons will be notified when material becomes available.
- Patrons may view a listing of what is currently checked out to his/her account through the online catalog. Patrons may also choose to "opt in" to track their borrowing history.

2. Fines and Fees

GPLD reserves the right to set charges for all overdue, lost, or damaged material. Fines and fees are posted on the Library's website.

Replacement, processing, and collection costs will be charged to library account for failure to return materials. Refunds for materials previously lost will be made up to 90 days after payment has been received. Charges for processing and collection costs will not be refunded.

Replacement cost plus processing fee will be charged to library account for lost or damaged materials. Replacement materials in lieu of paying replacement or repair costs will be accepted only if approved by Library Administration; processing fee will still apply.

Fines and Fees may be paid at the Library via cash, check, or credit card or online via credit card. Charges in the amount equal to the bank's current fees will be added for checks returned to the Library for insufficient funds. See Library website for current information regarding accepted credit cards.

Notices will be sent reminding patrons to return overdue materials and to alert them of current fines and fees. Notification schedule is posted on the Library's website. Failure to receive notices does not limit responsibility or liability for fines or fees incurred.

3. Theft, Damage, or Failure to Return Library Materials

Taking materials from the Library, including but not limited to books, AV materials, and equipment without proper checkout is a crime. Theft, damage, or failure to return Library materials in the amount of \$50.00 or more is subject to the provisions of the Criminal Code of the Illinois Compiled Statutes. Some Library materials, such as computers and equipment, must be returned directly to a service desk at the Geneva Public Library to avoid potential damage. Materials with such restrictions will be reasonably identified.

4. Resource Sharing Services

GPLD maintains membership in Reaching Across Illinois Library System (RAILS) and cooperates in reciprocal borrowing and interlibrary loan but reserves the right to limit the number of items, deny reciprocal borrowing access to any small or specialized collection, or restrict loaning of any materials that may be damaged in transit. GPLD strives to cooperate with schools, special libraries, Friends of Geneva Library, Geneva Library Foundation, community agencies, and tax supported agencies within the District by facilitating access to Library materials and use of the facility.

a) Checking Out Materials from SWAN Libraries:

GPLD cardholders may checkout or reserve materials from any SWAN library according to the regulations of the lending library. Materials from SWAN libraries may be returned to any library in the consortium. See Library website for current list of SWAN libraries.

b) Checking Out Materials from Non-SWAN Libraries in Person:

GPLD cardholders may use their library cards to check out materials in person at other non-SWAN libraries in Illinois according to regulations of the lending library. At the patron's own risk, materials borrowed from other libraries may be returned at the Geneva Public Library to be returned to the lending library through the RAILS delivery van.

c) Requesting Materials from Other Libraries for Delivery (Interlibrary Loan):

GPLD cardholders may request materials, including books, AV materials, and copies of articles, via Interlibrary Loan (ILL). The lending library will determine availability and use restrictions. Requests are limited to five at a time, with a maximum total of 10 in process for any one patron. Materials requested through ILL must be returned at the Geneva Public Library. The Library must abide by current copyright restrictions.

d) Requests for Materials from Geneva Public Library District:

GPLD lends circulating library materials to patrons in good standing at libraries in the SWAN consortium and other RAILS participants. GPLD lends circulating library materials to other libraries and educational institutions via ILL.

5. Services to Patrons with Disabilities

GPLD offers the same services to patrons with disabilities as to all other segments of the population. In addition to those services, GPLD acts as facilitator between the patron and Services to the Blind and Physically Handicapped, and welcomes service animals in the Library. Emotional support animals are not allowed in the Library.

GPLD residents who are temporarily or permanently unable to come to the Library due to disability, injury, or long-term illness may apply for Home Service. All normal circulation policies apply to this service, though loan periods and fines may be adjusted at the discretion of Library Administration. Materials may either be delivered to the resident by Library staff or volunteers, or checked out by Library staff and ready for pickup by the resident's designee.

6. Proctoring Exams

People who need a proctor for an exam will be referred to Waubensee Community College or another appropriate location for this service.

7. Notary Service

Notary services for basic acknowledgment and affirmation signatures are available to GPLD residents at no charge when qualified staff is available. An appointment or calling ahead for this service is recommended. A Notary Public is not an Attorney at Law, and it is illegal for a Notary to dispense legal advice. A Notary is not responsible for verifying the truth or accuracy of any document. Notarizing a document does not make it legal, official, or validated. The document being notarized must be signed in front of the notary. Valid photo identification is required. GPLD does not provide witnesses.

8. Voter Registration

As a courtesy to the public, GPLD provides trained voter registrars and/or mail-in forms for voter registration. Library staff can assist patrons with finding their correct polling place. Persons needing further assistance will be referred to the Kane County Voter Registration Office.

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