

Circulation Policy

Patrons, regardless of their home library, are responsible for any item owned and borrowed from Red Bud Public Library. This includes, but not limited to: proper care of material; respect for lending period; agreement to pay overdue fines; repayment for material when lost or damaged; and returning the material(s) in acceptable condition.

With some exception to minors, only the name of the patron of which the account is listed under is privy to confidential and private information. Patrons are asked to notify the Library staff ahead of time when another person is picking up material with a patron's library card. Library staff reserve the right to refuse lending material to individuals who are using a patron's library card if the individual is not associated with that patron.

Patrons need to present their library card to the Library staff when checking library loaned materials out. Minors who are at least 5 years old are encouraged to get their own library card, however, are able to use their parent's or legal guardian's.

Any non-card holding person is not able to use a card-holding patron's account to access library-loaned material (with the exception above). This extends to parents, legal guardians, siblings, and other family members.

Loaning Periods

The Red Bud Public Library has a set time for items to be loaned to patrons. They are:

- Books: 2 weeks

- Audiobooks: 2 weeks

- Magazines: 2 weeks

- CDs: 2 weeks

- DVDs: 1 week

With the exception of any material on '14 day loan', all materials owned by Red Bud Public Library are allowed 1 renewal for additional borrowing time.

Any material that is set with a 14 day loan, the item is only borrowed for 14 days, no renewals.

Any renewals made after the indicated return date, patrons are subject to being charged overdue fines.

Overdue Fines

Red Bud Public Library encourages the practice of items being returned in a timely manner to avoid paying overdue fines. Material that has been returned or renewed past its due date, the patron's account will be charged accordingly. Total overdue fines will not exceed the total cost of the individual item the overdue fine is being charged for.

Fines for Red Bud Public Library materials are:

- Books: \$0.10 per day

- Audiobooks: \$1.00 per day

- Magazines: \$0.10 per day

CDs: \$1.00 per day

DVDs: \$1.00 per day

Any electronic material returned in the Book Return Box will be charged an overdue fee.

When the Library is closed (weather and holiday), no overdue fees will be charged. Any fines will be adjusted to allot 'free' days.

Interlibrary Loan

The Red Bud Public Library is a member library of the regional library system, Illinois Heartland Library System (IHLS). IHLS member libraries have a shared agreement in which library resources are shared to other IHL member libraries to make available the most items to patrons. Any material in which the Red Bud Public Library does not have readily available in its owning collection may be able to be requested from another library, given it is available.

Patrons can request materials with a Library staff, or through the online card catalog.

Interlibrary Loan (ILL) is a service that is available to Library patrons (excluding Reciprocal borrowers). There is no additional cost or fee to utilize ILL and it is no due hardship for Library staff.

The circulation period of ILL items is dependent on the owning library. Red Bud patrons are expected to respect the due date of ILL materials. This ensures that Red Bud Public Library is able to keep the privilege of borrowing materials from other libraries available to our patrons.

Habitual failure to return ILL materials on time may result in individual loss of ILL privilege to preserve the privilege to other patrons.

With the exception of holidays and office closures, IHLS makes ILL deliveries Monday-Friday.

Reserves and Holds

Any material in which patrons request are available to be picked up, the item is held behind the Circulation Desk. Patrons are notified via phone call, text message, or email address once items are available to be picked up at the Library.

All held materials are kept for 1 week before having to be sent back into the system. It is the patrons responsibility to pick up their held items before the 'unclaim' date.

Damaged and Lost Material

If an item is returned to the Library in worse condition beyond normal wear and tear, or if the item is lost when checked out to the patron, the patron is responsible for paying the replacement cost as put forth by the item's owning library.

Any replacement costs, as determined by the item's owning library, are non-refundable, even if a lost item is later found and returned.

In the event the patron would like to provide a new replacement item for the lost or damaged item owned by Red Bud Public Library, the replacement item must meet the exact specification of the original, such as:

Author(s)/Illustrator(s) Name

Title

Publication Year(s)

ISBN

Format (hardcover, softcover, paperback, audiobook, etc.)

Page count

The Red Bud Public Library reserves the right to refuse a replacement copy if the above are not met or if the physical condition of material is unacceptable for library circulation.

If the material that is lost or damaged is owned by another library, the policy and procedure put in place by the owning library is to be followed for replacing material.

CloudLibrary and Online Card Catalog

IHLS provides 2 applications for library patrons to utilize: the CloudLibrary and Online Card Catalog.

The CloudLibrary application can be downloaded for free from either Apple or Google Play stores. The CloudLibrary allows patrons to access eBooks and eAudiobooks on their personal devices. CloudLibrary can be downloaded on up to 5 devices (syncs across all devices). Items are checked out for 21 days; there are no renewals and no overdue fees for CloudLibrary materials.

The Online Card Catalog is available as a mobile app (SHARE Mobile Library) and as a web browser shortcut (Aspen Card Catalog). Patrons are able to login into the online card catalog using their library card barcode number and the 4-digit pin that was created at creation of the patron account. Patrons can request material, renew material, and check fees on their account (cannot pay fees).

IHLS implemented the Aspen Card Catalog as its new online card catalog services for its serving libraries; Red Bud Public Library implemented Aspen in March 2024.

Adopted November 12, 1998

Revised April 10, 2003; June 12, 2008; June 9, 2011; November 9, 2023 (audiobook fees); January 11, 2024 (CloudLibrary/Card Catalog Addendum); March 6, 2024 (Aspen); April 9, 2026