

**Hudson Area Public Library District  
Circulation & Services Policy**

Approved 06/14/1994; revised and re-approved 09/13/2011; revised and re-approved 11/11/2014; revised and re-approved 7/12/2016; revised and re-approved 4/10/2018; re-written and approved 04/13/2021; re-approved 01/08/2024; amended and approved 04/09/2024; amended and approved 9/10/2024.

**A. Library Cards:**

1. Resident Card: All persons who live within the boundaries of the Hudson Area Public Library District are eligible to receive a library card and to use library materials free of charge. Cards will not be issued to patrons moving from another library district who have cards with materials checked out or unresolved fines or fees. An HAPLD card may be issued once all issues have been resolved. Juvenile cards are provided for persons under the age of 14. An adult willing to be responsible for materials checked out on a juvenile card must apply for the card. Library cards expire after three years and may be renewed by the patron at that time.

2. Non-Resident Card: Persons who do not live within the Hudson Area Public Library District may purchase a non-resident card annually for the current non-resident purchase amount determined by the Illinois State Library-mandated formula. Collection of non-resident fees is a requirement of state law and cannot be waived. Its purpose is to assure that all persons pay equally in support of the library. Non-residents paying taxes on property in the Library District are eligible for a free card. Non-residents who qualify for the State of Illinois “Cards for Kids” exception should contact the Library Director.

3. Reciprocal Borrower’s Card: The Hudson Area Public Library District honors borrowing privileges of non-residents who hold a card from another Illinois public library. Reciprocal card holders are entitled to the same privileges as library district card holders except for requests for out-of-system interlibrary loans. Requests for these out-of-system loans must originate from the library that issued the patron’s card.

**B. Circulation of Materials:**

1. Schedule of Loan Periods: No materials are due on Sundays or holidays. The loan period is extended to the library’s next open date at those times. The following loan schedule is in effect:

Books:	New adult books – 2 weeks, 1 renewal All other books and audiobooks – 3 weeks, 2 renewals
DVDs:	New DVDs – 3 days, 1 renewal All other DVDs – 2 weeks, 1 renewal
Music/Magazines:	All music & magazines – 3 weeks, 2 renewals
Equipment:	Hot Spots – 1 week, no renewals, 1 checkout per household per month Rokus – 1 week, no renewals

2. Holds: As a courtesy, patrons may reserve library materials without a charge, either directly via the online catalog or by asking library staff to place the hold for them.

3. Renewals: Books and other materials may be renewed in person, over the telephone, or through the online catalog. However, items that have a hold placed on them by another patron will not renew.

4. **DVD Checkout Policy:** Parents are responsible for monitoring the audiovisual content checked out by their child; the library will not act in loco parentis to monitor a child's checkouts. The library cannot be responsible for damage that any media may cause to the patron's audiovisual equipment.

5. **Overdue, Lost, or Damaged Materials:** No fines are charged for overdue library materials checked out at Hudson Area Public Library District. All items never returned will be considered LOST and charged at their replacement costs after 20 days. Lost items belonging to other libraries that are checked out at Hudson Area Public Library District will be charged according to the policies of the owning library, which may include processing fees. Overdue notices and lost-item bills will be sent by the library staff. Materials returned with damage so extensive that they must be replaced or with missing parts will be charged at their replacement costs. Materials damaged while checked out to an individual will be deemed to have been damaged by that person. Any cardholder with an account balance over \$5.00 may NOT check out additional materials until all items are returned or replacement costs paid.

6. **Copyright:** The patron is responsible for full compliance with all applicable copyright laws.

### **C. Confidentiality of Records:**

All records in the Hudson Area Public Library District relating to patron registration and circulation are considered to be confidential in nature in accordance with the Library Records Confidentiality Act (75 ILCS 70). The contents of registration and circulation records shall not be made available to anyone except authorized library personnel or as required by law.

**D. Disabled Patrons:** All reasonable effort is made to see that library service is fully available to any disabled patron. Disabled patrons are asked to inform library staff of their special needs so that the staff may better assist them.

**E. Reference Policy:** The library staff strives to answer all questions received, regardless of the originating source. Confidentiality of the source of the question is respected, and discussion with others is limited to seeking assistance in finding the desired information. Sources are cited for information given. It is the responsibility of the library staff on duty to see that the information needs of the patrons are filled with due consideration given to the time and resources available and the needs of other patrons.

**F. Services:** The HAPLD Board of Trustees has authority to expand or alter library facilities and services according to its perception of community needs. Library services may complement or be in cooperation with activities of schools or other community institutions.

1. **Photocopying:** The library district provides a photocopier for public use. Patrons should request permission to use the photocopier from library personnel and all users are asked to use extreme care to avoid damage to the machine. There is a charge of 10 cents per copy per side for black and white copies after the first five pages. Color copies are 50 cents per copy per side. Patrons are not allowed to put their own paper in the photocopier because of risk of damage to the machine and are asked to request help from staff. A copyright restriction notice is posted by the copy equipment. The board supports all copyright laws, and the library is not responsible for any copyright infringement committed by individual patrons. The copier is provided as a convenience for researchers and other patrons who occasionally need a limited number of copies. It is not intended as an alternative to commercial printing services. The library staff is authorized to make decisions concerning other aspects of photocopier use as necessary.

2. Faxing and Emailing: Library staff will fax for patrons. There is a charge of \$1.00 per page. Anyone receiving a fax message will be charged 50 cents per page. Patrons may email documents from the photocopier free of charge.

3. Public Computers and Hot Spots: Patrons must comply with the rules as stated in the Internet Use Policy that all patrons must sign before using the computer or borrowing an internet hot spot. Additional copies of this policy are available upon request. Patrons who borrow an internet hot spot must also sign the Hot Spot User Form. Patrons printing from a public computer are allowed five free single-sided pages of black and white prints per day.

**G. Challenged Material:**

All complaints regarding the presence or absence of any library material will be referred to the Library Director, who will discuss the matter with the complainant. If not satisfied, the patron is requested to state his or her objection in writing on a "Request for Reconsideration" form. After the objections are written and returned to the Library Director, the complaint and the materials in question are brought before the HAPLD Board of Trustees at its next regular meeting for consideration and a reply is made to the patron within a reasonable time after the meeting. Material will remain in the active library collection unless and until otherwise decided by the HAPLD Board of Trustees.