

1. Collection Use

All District residents may share equally in the use and enjoyment of library materials. People of all ages may use materials from any Geneva Public Library District 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 LINC library card.
- Geneva Public Library District 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 Geneva Public Library District cardholders at the discretion of Library Administration.
- Reserves may be placed on circulating items held by any LINC library for any LINC 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

Geneva Public Library District reserves the right to set charges for all overdue, lost, or damaged material. Patrons may not bring in replacement materials in lieu of paying replacement or repair costs. Fines and fees are posted on the Library's website.

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. Replacement, processing, and collection costs will be charged for failure to return materials. 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 computing 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

Geneva Public Library District 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. The Library also 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 at LINC Libraries (Transit Loans):

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

b) Checking Out Materials from Non-LINC Libraries in Person (Reciprocal Borrowing):

Geneva Public Library cardholders may use their library cards to check out materials in person at other non-LINC 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):

Geneva Public Library 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 Interlibrary Loan 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:

Geneva Public Library District lends circulating library materials to patrons in good standing at libraries in the LINC consortium and other RAILS participants. Geneva Public Library District lends circulating library materials to other libraries and educational institutions via Interlibrary Loan.

5. Services to Patrons with Disabilities

Geneva Public Library District offers the same services to patrons with disabilities as to all other segments of the population. In addition to those services, Geneva Public Library District acts as facilitator between the patron and Services to the Blind and Physically Handicapped, and welcomes service animals in the library.

Residents of Geneva Public Library District who are temporarily or permanently unable to come to the library due to disability, injury, or long-term illness may apply for Home Library 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 designated driver.

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 service is available to District residents at no charge when qualified staff is on duty. 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.

8. Voter Registration

As a courtesy to the public, the Library 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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