



## BERWYN PUBLIC LIBRARY

### CIRCULATION POLICY

#### Library Card Application

Every Berwyn resident is encouraged to obtain a current Berwyn Library card. For applicants who are minors and who cannot present a high school ID, a parent or legal guardian must be present to accept responsibility for the minor's account.

Applicant must verify identity and residency by choosing one option from each column below:

Column 1: Verify Identification	Column 2: Verify Residency
<p>A) Present government issued photo ID</p> <ul style="list-style-type: none"><li>• Must show responsible party's name</li><li>• May be either State or Federal</li><li>• Matricula card accepted</li></ul> <p>B) Present high school issued photo ID</p> <ul style="list-style-type: none"><li>• Must show responsible party's name</li><li>• Must be valid for the current school year</li></ul>	<p>A) Show one:</p> <ul style="list-style-type: none"><li>• Current lease or mortgage statement</li><li>• Utility bill, revolving account, or bank statement issued within past 30 days in paper or electronic format</li><li>• Official first-class mail postmarked within past 30 days – Items marked "Or Current Resident" are not acceptable</li><li>• Current car registration or auto insurance</li></ul> <p>B) Have card mailed to residence</p> <ul style="list-style-type: none"><li>• Initial restrictions apply and are outlined below</li></ul>

#### Verification of Residency by Mail

The party responsible may choose to verify their residency by having the library card mailed to their residence. Library cards will not be mailed to a post office box. At the patron's request, library notices may be received at a post office box, but the patron's physical address must remain on file.

If at any time a library card or notice is returned to the library through the post office, the patron's account may be blocked and the patron may be asked to provide proof of residency using one of the documents from Column 2, option A above, before the card may be used again.

#### Updating Card

To replace a lost card or renew an expired card, patrons and all reciprocals borrow, and Chicago patrons must come into the library and show a form of ID along with their library card to renew or replace their library card. Patrons must clear their account of any fees more than \$10.00 before a new/replacement card can be issued. In the event of a lost or stolen library card, the original card becomes permanently invalid, and a replacement card will be issued after identity and residency is verified. For renewal, change of name, or change of card status (Juvenile/Minor to Adult) the party responsible must present the old card and verify their identity. If the patron cannot present the old card, then they must re-verify residency (Column 2).

**Teacher Cards:**

Teachers at Berwyn schools are eligible for one free library card per year. Teachers can use this card to check out or request materials for classroom use **only**. The card will be valid for one school year and must be renewed annually. Each participating school is financially responsible for the materials checked out on their account.

The school loan period for Berwyn Public Library print materials is six weeks with no renewal. If this period is not long enough, the teacher can contact the Youth Services Department. Interlibrary loan requests are accepted, and loan periods are governed by the Berwyn Public Library's policies.

**Small Business Card:**

Businesses located in Berwyn are eligible for one free library card per business. The card will be valid for one year and must be renewed annually. The business applicant must verify Berwyn business ownership by showing either their FEIN certification or a City of Berwyn business license. Business library cards are valid at any SWAN library.

**Easy Access Card:**

An Easy Access Card would be provided to patrons who have a picture ID but cannot provide address verification. Patrons with this type of card would be allowed to use computers, use all databases and online services, check out up to 5 physical items at a time and place up to 5 holds at a time. This card would be valid for 1 year.

**Checkouts and Renewals**

Berwyn Public Library patrons must have a valid library card to check out and renew materials; patrons may not check out materials if they have fees more than \$10.00 or items that are more than 14 days overdue. Items that are in reserve for a patron must be checked out on the card with which the hold was placed.

Reciprocal borrowers are restricted to the same conditions as Berwyn residents unless their home libraries impose more stringent restrictions. In this case the home library's limits are enforced.

Materials checked out at the Berwyn Public Library will be checked out for a period of three weeks.

**Material that cannot be renewed** is as follows: Electronic equipment, i.e. hotspots, tablets.

**Materials Drop Box (Book Return)**

The Berwyn Public Library provides an outside book and audio-visual return for the convenience of patrons. Materials that **must** be returned inside are as follows: Electronic equipment, American Girl dolls, Stem Kits, Toys and Games. (These items cannot be returned to another library)

**Overdue Materials**

Overdue notices are sent via mail or e-mailed to the card holder or Legal Guardian. But the Library is not responsible for their receipt. Notices are sent as follows:

- 1<sup>st</sup> notice 1 week after the due date.
- 2<sup>nd</sup> notice 2 weeks after the due date.
- A billing notice: mailed out 6 weeks after due date

After billing notices are issued, the account may be sent to a collection agency. The patron (or guardian) is then responsible for the items market value plus collection agency fee. Accounts refer to collections if:

- Three overdue notices sent for the same item. Or
- The total replacement value exceeds \$100.00.

Items overdue for one year are considered lost, if returned in good condition, the library may accept the item, and patron may only pay the \$10.00 collection fee.

#### ***Claims returned option:***

If patron no longer has the item after receiving a billing notice, they have 2 options:

- 1: pay for the item or replace the item.
- 2: request to mark the item as “claimed returned” **(with the circulation manager approval)**.

Claims returned remain on the patrons account permanently even if the item is returned later. A maximum of 2 claims is allowed per account; beyond that patron must pay for the item.

#### **Overdue Fines and Other Fees:**

All cardholders will have an overdue fine-free privilege when using the Berwyn Public Library. Berwyn Public Library cardholders are only responsible for overdue fines when visiting other libraries that charge fines for overdue materials.

If items checked out are lost or damaged, the cardholder must pay for replacements or provide a new copy. Replacement acceptance is decided by the Circulation Manager, and damage assessments are handled individually. **The list of charges can be found [here](#).**

#### **Method of Payment:**

**Payments can be made by cash, check, or debit/credit card at the service desk or online. A \$25 fee applies for bounced checks. Please refer here to the [Credit/Debit Card Usage Policy](#)**

#### **Interlibrary Loans & Holds:**

Interlibrary loans (ILL) allow patrons to borrow materials from other libraries.

- Swan system loans: Are free for all patrons; loan period is 3 weeks (may vary by library)
- Non-Swan loans (via ILLINET/OCLC) are available only to Berwyn residents. Non-residents must use their home library.
- **Holds:** Patrons may have up to 40 active reserves. Staff may limit requests at their discretion.

A list of Swan libraries is available here [SWAN Libraries](#) or at the circulation desk.

#### **Special Collections:**

The Berwyn Public Library maintains a collection of electronic equipment, Activity kits, American Girl Dolls and toys that can be borrowed by Berwyn residents.

At check-in and check-out, library staff will confirm the condition of the equipment and verify that all parts are accounted for. If any components of the equipment are missing upon check-in, staff reserves the right to refuse acceptance of the equipment until all parts are returned. Some special collection items may not be available for holds or Interlibrary Loan. **Electronic equipment, American Girl Dolls, STEM kits, Games and toys may not be returned in any book drop and must be returned to the Berwyn Library only.**

**Special Collections are subject to the following loan rules:** [Special Collection Loan Rules](#)

### **Home Delivery Service**

Homebound Service is the delivery of library materials to the homes of qualifying Berwyn Public Library patrons who cannot access the physical library space due to temporary or permanent disabilities. Community Engagement Services manages all aspects of Home Delivery Service including communication, materials selection, circulation, record keeping, and delivery. To check eligibility and restrictions please refer to the complete [Home Delivery Services Policy here](#).

**The Berwyn Public Library adheres to all guidelines set forth in the RAILS Revised Resource Sharing Policy and the SWAN Circulation Policy.**

**Approved by the Berwyn Public Library Board of Trustees Revised September 16, 2013; October 15, 2018; February 5, 2020; November 20, 2020; March 15, 2021; May 16, 2022; March 20, 2023; August 21, 2023; January 19, 2026**