



ZION-BENTON PUBLIC LIBRARY

Serving the communities of Beach Park, Winthrop Harbor, and Zion

BORROWING POLICY

I. LIBRARY CARDS

Cards for Library District Residents

Zion-Benton Public Library cards are free of charge to all district residents. Proof of address is required at the time of application. A responsible adult must be present for children 13 and under and provide proof of address on the child's behalf. Cards are valid for 3 years.

Reciprocal Borrowing for Non-Library District Residents

Cardholders residing within Illinois, with a valid library card from their home library can register for privileges at Zion-Benton Public Library.

Taxpayer Non-Resident Cards

Those who own property in the Library District, but do not reside in the Library District, are eligible for a Zion-Benton Public Library card. The most recent property tax bill showing the owner's name and property address is required at the time of application. Proof of home address is also required. Cards issued are valid for one year. The library card is good only at Zion-Benton Public Library and may not be used as a reciprocal card at other libraries.

Limited Use/Student Cards

Limited Use cards will be provided to any student that attends a school in the Library District, but may reside in an unincorporated area. A Limited Use card can be used for 5 print materials at a time along with online resources. The Limited Use cards can be used for students who are unable to have a responsible adult sign them up for a card. This card can also be used for those who do not have an established address.

Business Cards

Businesses located in the Library District or who are members of the Zion-Benton Chamber of Commerce are eligible for a Business Library card. Proof of address such as a current utility bill or property tax bill is required at the time of application. Cards are valid for one year.

Fee Cards

Non-Library District residents, including Wisconsin residents, may purchase a Zion-Benton Public Library card for the cost of an average tax bill. This card entitles the cardholder to all Zion-Benton Public Library privileges. Immediate family members residing in the same household may be added to the card as an authorized users or be issued an additional card. Proof of home address is required. No refunds will be issued for non-use.



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Director

Library cards can be suspended at discretion of the Director.

II. ADDITIONAL POLICIES

Late Fees

The Library does not charge fees for overdue items. Checkout privileges will be suspended when materials are 14 days overdue.

Damaged or Missing Items

Cardholders are responsible for damage to items they borrow including cases, containers, or additional contents. Damaged items are billed to the patron account at the replacement cost. The damaged item will be offered to the patron to keep. An item containing multiple parts cannot be checked in until all parts are accounted for. If a part is lost, the entire item will be considered lost and the replacement cost will be assessed. Replacement copies deemed acceptable by library staff are accepted in lieu of payment.

Lost Items

Items not returned after being overdue for six weeks will be considered lost. Cardholders are responsible for lost items including cases, containers, or additional contents. Lost items are billed to the patron account at the replacement cost. No refunds for fees or replacement costs paid. Replacement copies deemed acceptable by library staff are accepted in lieu of payment.

Materials Recovery

After 60 days, accounts with over \$30 in lost materials will be referred to a recovery agency. A \$10 non-refundable service fee will be added to the account. If the account has been referred to the Library's recovery agency, the entire balance must be paid before checking out more items.

Maximum Checkouts

Library District cardholders may check out up to 50 items on their card.



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III. BORROWING TABLES

Loan Periods

Material Type	Loan Period	Renewal
Audiovisual		
DVDs, Blu-Rays, CDs	2 weeks	2
New DVDs/Blu-Rays (Adult)	1 week	0
New DVDs/Blu-Rays (Youth)	1 week	2
Hot DVDs/Blu-Rays, Playaway Views	1 week	0
Audiobooks	4 weeks	2
Rokus	2 weeks	0
Hot Spots	2 weeks	0
Video Games	2 weeks	1
Print		
New adult print materials	2 weeks	2
Hot books, Read-a-longs	2 week	0
Other print materials	4 weeks	2
Magazines, Youth Holiday Books	2 weeks	2
Kits		
Themed Kits, J CD Kits	3 weeks	2
Maker Kit	2 weeks	0
Puzzles	2 weeks	0
J Steam Kit	2 weeks	1
Book Club Kits	5 weeks	0
American Girl Dolls	Ask at the Youth Services Desk	

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