

Thornton Public Library (East Hazel Crest PLD) Circulation Policy

1.) Loan Periods:

1 Week: Dvds; Magazines.

2 Weeks: Books; Audiobooks; Kits.

Non-Circulating: Reference Materials.

2.) Renewals:

Thornton Library participates in auto-renewal. If an item is not on hold for another patron, the system will attempt to automatically renew the item for another loan period. Auto-renewal is possible two (2) times. It is the responsibility of the patron to verify the item automatically renewed. Patrons may also opt to renew online or call the library.

3.) Fines & Fees:

Fines are accrued for returning items after their due date.

\$0.10/day: Books; Audiobooks; Magazines; Kits.

\$0.25/day: Dvds.

Fees are incurred by not returning items or returning items damaged.

Fees will be assessed based on the replacement cost, original cost, or repair cost of the item at the library's discretion.

A replacement item may be accepted in lieu of payment at the library's discretion.

A \$5.00 processing fee may be added at the library's discretion.

Patrons are billed for items not returned within 42 days of due date.

4.) Check-out Restrictions:

Patrons are limited to 25 total items per card.

Patrons are limited to 5 Dvds.

Dvds can only be checked out by adult patrons on an adult card.

Patrons are limited to 5 Magazines.

Reference materials are non-circulating.

Library cards with over \$5.00 fines/and or fees are blocked.

5.) Reciprocal Borrowing:

Thornton Public Library (including East Hazel Crest PLD) is a member of Reach Across Illinois Library System (RAILS) & System Wide Automated Network (SWAN). As a library member your card is seamlessly active at all RAILS member libraries. Additionally, your card can be activated at Chicago Public Library and nearly every other public library in the state of Illinois.

6.) Inter-Library Loan:

Thornton Public Library (including East Hazel Crest PLD) participates in Inter-Library Loan (ILL). Patrons may request items from other libraries to be sent to a participating library of their choice at which they can pick up their requests at no charge. Loan periods and restrictions may differ. Thornton Public Library does not send Dvds or magazines through ILL.