

## **Havana Public Library District Library Materials and Fees Policy**

### **Circulation and Length of Loans**

The Havana Public Library District circulates materials in a variety of formats including books, magazines, books on CD, and CD-ROM. The following terms of loan and renewal are applicable:

Books: 21 days, 1 renewal  
New Books: 14 days, 0 renewals  
Audiobooks: 21 days, 1 renewal  
Magazines: 14 days, 1 renewal  
DVDs: 21 days, 1 renewal  
Reference: Loan not allowed

### **Fees and Fines**

The Havana Public Library District has established, in addition to the schedule for lost or damaged items, the following schedule of fines for overdue materials as well as fees for other services provided by the Havana Public Library District.

### **Overdue Materials**

The Havana Public Library District does not charge overdue fees on any of its materials. However, items obtained via interlibrary loan from other libraries are subject to their owning library's fee schedule.

### **Fees**

Copies: \$0.15 per black and white page, \$0.25 per color page. If enlargement or reduction is required by the patron, the per page fee applies to each step in that process. Enlargement and reduction is not an exact science and may take several pages.

Fax/transmission: \$1.00 per fax. Faxes are sent only within the continental United States.

Fax/receipt: \$0.15 per page. The Havana Public Library District assumes no responsibility of notification of the receipt of a fax for an individual. The fax will be held by the library for one week and then discarded if not picked up. No effort to notify the individual of the arrival of the fax will be made unless the patron has provided a valid phone number or email address.

Computer printouts: \$0.15 per black and white page, \$0.25 per color page. This fee applies to all material printed by library printers.

## Library Cards

The Havana Public Library District issues the first card for free to residents of the library service area and provides a one-time free replacement card. If a patron loses or damages this replacement card, the patron will be responsible for paying \$5.00 for a new library card.

## Hold/Reserves

Patrons may reserve materials which are not immediately available for patron use. When the reserved materials are available to the patron who has placed the reserve, the library will notify the patron. The specific title of the material will not be stated to anyone other than the library patron who placed the reserve. The date of the message will be noted and the material will be held for the patron for a period of one week. If additional patrons are waiting for the material, the next patron on the list will be called and notified of the availability of the item, and the same procedure will be followed. If no additional patrons are waiting for the material, the material will be placed back into general circulation. Relay of the message to the appropriate person in the household, and prompt retrieval of the material, are the responsibilities of the patron.

## Interlibrary Loan

The Havana Public Library District abides by the ILLINET Interlibrary Loan Code (23 Ill. Adm. Code 3030 Exhibit A). When patrons want material that is not available within the Havana Public Library District, we ask other agencies to provide it. This is the process of interlibrary loan. Materials borrowed through interlibrary loan have a circulation period which is determined by the lending library, not the Havana Public Library District. We are happy to borrow materials from other libraries for you, but we ask that you respect the date by which those materials must be returned to their home libraries. If the Havana Public Library District is lax in returning materials borrowed through interlibrary loan, the library may lose the privilege of borrowing materials in that way for any of its patrons. It is crucial, therefore, that materials borrowed through interlibrary loan be returned in a timely manner. Habitual failure to do so may result in individual loss of the privilege in order to preserve the privilege for other library patrons.

## Insect Infested Materials

Staff will routinely inspect all incoming materials, including those returned at the public desks, in book drops, and through interlibrary loan, for signs of pests **before** removing items from a patron's account. Signs include live or dead pests, eggs, nymphs, and feces and spotting associated with pests.

Materials returned to the Havana Public Library District with detected presence of live or dead pests will be treated or discarded at the Library's discretion. Discarded items will be considered as damaged items (see next section of this policy.)

All items identified by staff as potentially containing live or dead pests in any stage will be promptly quarantined. Items with live or dead pests or other suspected signs will be promptly placed in a

minimum of 2 plastic re-sealable storage bags, sealed, and taped shut. They will then be placed in a freezer for storage. This is done to safely provide proof of infestation to the patron. Patrons will be notified by phone as soon as possible.

Patrons introducing pests that produce or contribute to infectious diseases in humans and/or any kind of pest that may infest the library or library staff (e.g. cockroaches, bedbugs, worms, lice, etc.) into the building when returning materials or using library facilities may have their borrowing privileges suspended. Suspension will be lifted after the patron presents proof that their residence has been successfully treated for and eradicated of the pests. Proof of treatment must be documented (management notice of treatment, bill from an exterminator). A certified letter will be sent to the patron; a sample letter is included below:

Dear [patron's name]:

This letter is to verify our phone conversation of [date]. At that time, you were notified of a tentative suspension of your library privileges and those of everyone at your residence due to pest infestations in returned materials. The suspension will not become effective until the \_\_\_ day of \_\_\_\_\_, 20\_\_\_. You have the right to contest this suspension by requesting a hearing with me on or before the above date. If you request a hearing, the suspension will not go into effect until a final determination is made following the hearing. If you do not request a hearing, or if a suspension is imposed following the hearing, it will remain in effect until you can provide proof of successfully exterminating the pests at your residence.

This suspension is in accordance with the Havana Public Library District Library Materials and Fees Policy. A copy of this policy is enclosed.

Charges have been placed on your account for [damaged items] for a total cost of [amount]. In addition, we must charge you for the items out on the other library card accounts at your residence since we cannot circulate books that have been infested. Those charges are for [items] and [amount]

If you are a renter, I would encourage you to check with your landlord about possible treatment.

If suspension is imposed and you or any of the other people residing at your address are on library property or grounds, you will be considered trespassers, and law enforcement will be contacted.

Sincerely,

Library Director

## **Lost or Damaged Materials**

Materials borrowed via any mechanism are the responsibility of the library patron. Replacement cost (not original purchase price) is the responsibility of any patron who borrows and loses any library material. In the case of children under the age of 18, it is the parents' responsibility to pay for lost or damaged items in accordance with the following schedule of terms:

1. Retail replacement cost of any item which is lost or damaged beyond repair and for which a current price can be found.
2. Average replacement cost for any item which is lost or damaged beyond repair and for which a current price cannot be found.
3. Materials borrowed through interlibrary loan which are lost or damaged are charged to the patron according to the bill provided by the lending agency.
4. Minor repair (in-house): \$5.00 per occurrence

*Approved by the Havana Public Library District Board of Trustees, April 8, 2021  
Amended and approved by the Havana Public Library District Board of Trustees, September 24, 2021*