



Sandwich Public Library District

925 S Main Street | Sandwich, IL 60548
815.786.8308 | www.sandwichpld.org

Loan Regulations and Fees

Library Cards

Residents & Property Owners

Residents and property owners must submit a photo ID and proof of address in the Library District.

The following is a list of acceptable identification for proof of address:

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|---|-------------------------------------|
| Current property tax bill | Checkbook |
| Current credit card statement | Current bank statement |
| Current utility or cable bill | Illinois motor vehicle registration |
| Pay stub (current, with name & address) | |
| Mail with current postmark within 2 weeks & address | |

- Cards are issued to persons for a period of three years, at which time they can be renewed, as per loan regulations.
- Patrons under 18 must have a parent or guardian signature

Non-Resident

- Residents of Illinois in an area that is not taxed for public library service may purchase a non-resident library card. This card must be purchased from the closest public library to the applicant's home address (per Illinois Public Act 92-0166).
- Non-resident cards are subject to the same requirements as resident library cards.
- All members of the household are entitled to a non-resident card upon payment of the non-resident fee.
- The non-resident fee is determined annually by the Library Board.
- A non-resident card is valid for one year from the date of issue.

Reciprocal Borrowers

- Sandwich Public Library accepts reciprocal borrower cards subject to the rules of our library consortium.

Local Businesses and Organizations

- Business cards are offered to businesses or organizations, profit or nonprofit, that own or rent property in the Sandwich Library District.
- The business owner or manager may apply for a card in person by filling out an application. Current documentation that shows the signees name and the name and address of the business must be presented. The following are accepted documentation:

Business License

Property tax bill

Utility bill

Lease agreement

- A current government issued document, such as a driver's license or state identification card is required.
- Business cards are valid for 1 year.

Temporary Visitors and Residents in Transition

- Seasonal visitors or residents in transition temporarily residing within Sandwich Library District boundaries will be eligible to obtain a temporary borrower's card for all library services upon providing a photo ID and a letter from a social service agency, temporary employer and/or landlord/relative or guardian verifying the temporary address.
- Every 90 days, the temporary visitor can bring in a piece of mail or other acceptable evidence of residency to extend library privileges.

Educators

- All educators working at public or private schools, preschool through high school, within the Sandwich Public Library District boundaries are eligible for an Educator Library Card.
- This allows educators from public and private schools to check out materials for classroom use and make use of online resources.
- Educators must present a photo ID and proof of employment at a school within the Sandwich Public Library District boundaries. Acceptable proof of employment include current paystub or school ID
- A Educator card is valid for one year from the date of issue

Loan periods

- New materials, video games, and DVDS are 14 days
- After 3 months in the system, books, music, and audiobooks will circulate for 21 days.
- The current issue of magazine cannot be checked out until a new issue arrives. Once not current, magazines circulate for 21 days.
- Loan periods for equipment will vary by the type of device.
- Materials can be renewed once if there are no holds on the item. Renewals and holds may be made online or by phone when the library is open.
- There is a limit of 50 items checked out on one library card at any given time
- There is a limit of 5 DVD items checked out on one library card at any given time

Fines

- There will be no fines for SPLD collection materials returned late.
- Service charges for equipment will vary by the type of device and be linked to the price of and demand for the equipment.
- Replacement fee: If an item is damaged, lost, or otherwise fails to return, replacement cost is charged on the patron record along with a processing fee set by the PrairieCat consortium.
- Patrons with bills amounting to \$25.00 or more will be sent to the collection agency. Fees charged by the collection agency will be charged to the patron record.

Fees

- Fees for replacement library cards, copies and faxing are determined yearly by the Board of Library Trustees
- Proctoring/supervising exams: free for Sandwich Public Library District residents.
- Damaged items that require repair but not replacement will vary by the work and materials involved.
- Non- resident fees are set yearly by the Library Board of Trustees

Overdue Collections

- Patrons will receive Overdue Notices in accordance with the policy set forth by the PrairieCat consortium.
- The patron is informed of replacement costs.
- A Bill Notice is sent when an item is six weeks overdue.
- A collection agency letter is sent when 60 days overdue. The letters contains data to be sent to a collection agency for action if patron does not settle with the library.
- If the account is not settled, notice is placed with a collection agency

Hold

- Holds may be placed on materials by patrons or staff, in-person, online or over the phone
- When materials on hold arrive at the library the requesting patron will be notified via the manner selected on the circulation record.
- Patrons have 6 days to pick up materials on hold.

Exceptions to this policy are at the discretion of the Library Director or designee.