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Executive Director

SERVING GRANITE CITY, MITCHELL, AND PONTOON BEACH

CIRCULATION POLICY

The Six Mile Regional Library District is a tax-supported public library. This means people residing within the boundaries of SMRLD pay taxes to support the library. People who live within the boundaries pay no additional fee to be eligible to receive their library card. Library cards are generally renewed every 3 years without additional fees, provided the library card holder continues to reside within the boundaries of the library district and is a customer in good standing. SMRLD is a member of the Illinois Heartland Library System and SHARE online catalog. SMRLD library cards may be used at any public library in Illinois. This policy supersedes any former circulation or similar policy.

CONFIDENTIALITY:

The Six Mile Regional Library District, in accordance with the Illinois Public Library District Act, keeps all records about patron transactions and the identity of registered Library customers confidential. No such records or identities are disclosed except as provided by law, and the library district legal counsel has been consulted.

In accordance with the Library Records Confidentiality Act [75 ILCS 70], a library customer's registration and circulation records information may not be disclosed to anyone other than the patron regardless of age or relationship except as provided by law.

TYPES OF CARDS:

Personal Card

1. A person age 18 and over may obtain a library card by completing an application and providing proof of residency by showing a valid driver's license or state issued ID. If the ID does not have a current address, customers must also provide current utility bills, mail, voter's registration card, property tax bill, or other documentation acceptable to the Library Director or designated staff as evidence of library district residency.
2. A library card is valid for 3 years from the date of issue and may be renewed by presenting the card at the circulation desk with one current proof of identification.
3. Use of a personal library card is limited to the patron whose name appears in the library card account.

Young Adult Card

1. A teen aged 12-17 may be given a personal library card if the parent or legal guardian signs the card application and accepts financial responsibility for any fees or charges

that the child incurs with that card. The parent or legal guardian who can verify with approved identification that they reside at the same address is accepted as proof of residency for the teen.

2. A teen who has a library card may access all available library materials, including books, movies and other materials.
3. A teen has the same rights to privacy and confidentiality as any other customer.

Children's Card

1. A child under age 12 may be given a personal library card if the parent or legal guardian signs the card application and accepts financial responsibility for any fees or charges that the child incurs with that card. The parent or legal guardian who can verify with approved identification that they reside at the same address is accepted as proof of residency for the child.
2. A child who has a library card may access all available library materials, including books, movies and other materials.
3. A child has the same rights to privacy and confidentiality as any other customer.

GCSD9 Intergovernmental Agreement for Educator Cards

Teachers at Granite City Community School District #9 who live outside the boundaries of the library district qualify for a non-resident card under the intergovernmental agreement signed by SMRLD Board of Trustees and the GCSD9 School Board of Directors. Teachers must bring a photo identification as well as their teacher identification from the school district. This library card is valid through July 31 each year and can be renewed with proper proof of continuing employment with GCSD9. The Intergovernmental Agreement and information on these teachers cards are available on [Lulu](#) and the SMRLD [website](#).

Non-Resident

Non-residents are those living outside the taxing boundaries of a library district. To obtain a library card, a non-resident must apply to the closest library and pay a non-resident fee, as outlined in state statute. Non-residents of the Six Mile Regional Library District are eligible to receive a SMRLD card if they meet specific criteria. The non-resident fee is calculated annually and established by action of the SMRLD Board of Trustees based on 23 ILAC 3050.60 Non-Resident Fee Formula general mathematical formula. The library card is valid for one year.

Property Owners Living Outside the SMRLD Boundaries

Those who live outside of the boundaries of the Six Mile Regional Library District, but who own property within the boundaries of the District, may have one personal library card for use by the individual whose name appears on the tax bill without additional payment. Proof of property ownership and tax payments is required. The library card is valid for one year.

Reciprocal Borrower

1. If customer's library is not a part of the SHARE regional automation consortium which includes the Six Mile Regional Library District, a library card application must be

completed, the customer's home library must be contacted to verify that the person is in good standing, and the information from the library card application must be entered into the SHARE patron database.

2. Reciprocal borrowing privileges are valid until the customer's home library card expires.
3. All SMRLD loaning policies apply to reciprocal borrowers.
4. Use of the reciprocal card is limited to the customer whose name appears in the library card account.
5. Additional limits may be placed on reciprocal borrowers' cards.

BORROWING:

Materials are loaned free of charge. However, there may be a deposit required for specific items. Cardholders may borrow up to 50 items. The total includes limits on certain item types. Cardholders are responsible for all materials that are checked out on their library card. Loan periods, checkout limits, and renewals may vary according to item type. Renewals may be made on items if no other customer has placed a request on the item.

Lost and damaged items

Fees are assessed for lost or damaged items and include the cost of replacing the item. Fees may be forgiven if the loss or damage of library materials was caused by a fire, flood, or theft; a copy of a police, fire, or insurance report that supports the loss is required. The Executive Director may determine extenuating circumstances and waive fees on a case by case basis. Once fees reach a specific threshold, a customer's card is blocked from checking out or renewing materials and accessing SMRLD's eLibrary and computers.

ADDITIONAL SERVICES:

Homebound Delivery

Home Delivery service is available to customers of SMRLD who are unable to easily travel to the library due to health or mobility issues. Delivery of materials is handled by SMRLD staff or volunteers.

"Library of Things"

The library, at its discretion, makes "Library of Things" items available for SMRLD customer use. These items cannot be checked out by reciprocal borrowers. Examples of "Library of Things" items include equipment, electronic devices, games, and more. "Library of Things" items must be returned directly to the SMRLD Delmar Avenue Location. "Library of Things" items may not be returned to other libraries or returned to the book drop.

Approved by SMRLD Board Action
August 10, 2021