

CIRCULATION SERVICES POLICY

Approved by:
Lincoln Library Board of Trustees

Effective:
July 1, 2017

CIRCULATION POLICY STATEMENT

Lincoln Library offers borrowing privileges and provides equal access to materials in a variety of formats. Lincoln Library customers apply for the privilege to borrow materials from the Library and agree to comply with its rules and regulations. All applicants must provide the necessary identification and proof of residence as outlined in this policy, as well as any additional documentation listed for a specific type of library card, in order to be issued a library card. All borrowers must conform to the rules and regulations of Lincoln Library. Copies of all Lincoln Library policies are available upon request.

I. Library Cards

A. **Ownership**

All cards issued by Lincoln Library remain the property of the Library and may be invalidated by the Library for the violation of any policy.

B. **Types**

1. **Resident** – All individuals aged five and older who currently reside within the corporate limits of the City of Springfield. Resident cards are issued for a two-year period and expire on the last day of the month.
 - a. Lincoln Library issues a free library card to any resident aged 16 or older who presents the necessary identification and proof of address.
 - b. Lincoln Library issues a free library card to any resident aged five to 15 with the written consent and guaranty of a parent or legal guardian. The parent or legal guardian must accompany the juvenile to the Library and present the necessary identification and proof of residence, as well as legal proof of guardianship when applicable.
 - If the address of the parent or legal guardian differs from the juvenile's address the parent or legal guardian must provide proof of custody.
 - c. Expired Resident cards may be renewed in person or over the phone provided the necessary information is given. If a customer's address differs from the address in our system the customer must come to the library and provided the necessary identification and proof of address.
 - d. One checkout may be allowed on the expired card if the card has expired within the past 60 days.
2. **Temporary Resident** - All individuals aged five and older who currently reside at a temporary location within the corporate limits of the City of Springfield.

Temporary Resident cards are issued for a six-month period and expire on the last day of the month.

- a. Lincoln Library issues a free library card to any individual aged 16 or older residing at a temporary location who presents the necessary identification and proof of address.
- b. Lincoln Library issues a free library card to any individual aged five to 15 residing at a temporary location with the written consent and guaranty of a parent or legal guardian. The parent or legal guardian must accompany the juvenile to the Library and present the necessary identification and proof of address, as well as legal proof of guardianship when applicable.
 - If the address of the parent or legal guardian differs from the juvenile's address the parent or legal guardian must provide proof of custody.
- c. Expired Temporary Resident cards may be renewed in person provided the necessary information and documentation is shown.

3. Non-Resident – Springfield Corporate Limits Property Taxpayer - Non-residents who own property within the corporate limits of the City of Springfield. Non-resident cards are issued for a one-year period and expire on the date of application.

- a. Lincoln Library issues a free library card to a non-resident adult owning property within the corporate limits of the City of Springfield per the specifications of the *Illinois Local Library Act – 75 ILCS 5/4-7(12)* and the *Illinois Administrative Code – 23 ILAC Sec. 3050.70* as follows: “The non-resident fee shall not apply to a non-resident who, as an individual or as a partner, principal stockholder, or other joint owner, owns taxable property or is a senior administrative officer of a firm, business, or other corporation owning taxable property within the district, upon presentation of the most recent tax bill upon that taxable property, provided that the privileges and use of the library is extended to only one such non-resident for each parcel of taxable property.”
- b. Acceptable verification of property ownership within the corporate limits of the City of Springfield is a tax assessment bill dated for the current taxable year, a notarized or witnessed bill of sale, or a deed or closing statement dated within the past 12- month period.
- c. Expired Non-Resident Taxpayer cards may be renewed in person, provided the necessary identification and documents are shown.

- d. One checkout may be allowed on the expired card if the card has expired within the past 60 days.
4. **Non-Resident – Non-corporate Limit Residents** - Non-residents within the State of Illinois who do not reside or own property within the corporate limits of the City of Springfield or any other public library service area. Non-resident cards are issued for a one-year period and expire on the date of application.
- a. Lincoln Library issues a library card for an annual fee to non-residents per the specifications of the *Illinois Administrative Code – 23 ILAC Sec 3050.25(a)* with exceptions set by *Illinois Local Library Act – 75 ILCS 5/4-7(8)* and the *Illinois Administrative Code – 23 ILAC Sec. 3050.80*: “A non-resident shall apply for a non-resident library card at the closest public library. The factor for determining the closest public library shall be the residence of the non-resident. Non-residents shall apply at the participating public library in the school district in which the non-resident has his or her principal residence unless, due to the commonality of community interests, library services at another library that is physically closer may better serve the needs of the non-resident.”
 - b. The non-resident library card fee will be set by the Library Board of Trustees each year with the cost to be determined according to the General Mathematical Formula established by the Illinois State Library per the *Illinois Administrative Code – 23 ILAC 3050.60(a)*.
 - c. Payment of the annual non-resident fee entitles any adult or juvenile (at least five years of age) family member living at the same address of such non-resident to have an individual card.
 - d. Expired Non-Resident cards may be renewed in person, provided the necessary identification and documents are shown and the non-resident fee is paid.
5. **Reciprocal** – All individuals aged five and older who hold a valid borrower’s card from any Illinois public library. Reciprocal cards are issued for a two-year period and expire on the last day of the month unless the card expires sooner at the home library. Then the expiration date will be the same as the home library’s expiration date.
- a. Lincoln Library issues a free reciprocal library card to individuals who present a valid borrower’s card from any Illinois public library. Only library cards with full borrowing privileges will be honored.
 - b. Lincoln Library issues a free library card to eligible customers connected to the University of Illinois at Springfield (UIS). See *Addendum*.

- c. Reciprocal access does not include electronic resources. There are no additional restrictions on the type or amount of materials that may be directly borrowed, except for the same restrictions that apply to Lincoln Library cardholders.
 - d. If a reciprocal borrower moves into the corporate limits of the City of Springfield the Reciprocal card must be clear of all fines/fees and overdue material before a Resident card is issued.
 - e. Expired Reciprocal cards must first be updated at the home library and may then be renewed in person at Lincoln Library, provided the necessary identification and documents are shown.
 - f. One checkout may be allowed on the expired card if the card has expired within the past 60 days.
6. **Electronic Card (eCard)** – All individuals aged 16 or older who are eligible for a Resident card, a Non-Resident Taxpayer card, or a Non-corporate limit Non-Resident card. Resident eCards are issued for a two-year period and expire on the last day of the month while both types of Non-Resident eCards are issued for a one-year period and expire on the date of application.
- a. eCards may be used for eResources and eBooks. eCards will not allow checkout of physical materials. eCards may be upgraded to a standard card in person provided the necessary identification and documents are shown.
 - b. Lincoln Library issues a free library card to eligible customers who apply online. The card is mailed and will be expired if returned by the United States Postal Service.
 - c. Lincoln Library issues a library card for an annual fee to eligible customers who apply online. The card is mailed and will be expired if returned by the United State Postal Service or if the non-resident fee is not paid.
 - d. Customers with standard library cards do not need to apply for an eCard. Electronic resources may be used with a standard Resident or Non-Resident library card.
 - e. Upon expiration of an eCard, a customer may reapply online. A confirmation letter will be mailed and the account will be expired if the confirmation letter is returned by the United States Postal Service or if the non-resident fee is not paid.

7. **Student eCards** – Students living within the geographical boundaries of Springfield School District 186 may be eligible for a Student eCard. See *Addendum*.
8. **Computer Use** – All individuals aged five and older who provide the necessary identification. Computer Use cards are issued for a two-year period and expire on the last day of the month.
 - a. Computer Use cards may be used to access the public computers within the Library but do not allow any borrowing privileges.
 - b. Lincoln Library issues a free Computer Use card to any customer aged 16 or older who presents the necessary identification.
 - c. Lincoln Library issues a free Computer Use card to any customer aged five to 15 with the written consent and guaranty of a parent or legal guardian. The parent or legal guardian must accompany the juvenile resident to the Library and present the necessary identification, as well as legal proof of guardianship when applicable.
 - If the address of the parent or legal guardian differs from the juvenile resident the parent or legal guardian must provide proof of custody.
 - d. A PIN must be entered into the customer account for computer access to be granted.
 - e. Customers with standard library cards do not need to apply for a Computer Use card. Public computers may be used by any cardholder who has a PIN.
 - f. If a customer has an expired library account the account must be cleared of all fines/fees and overdue materials prior to the conversion to a Computer Use card.

II. Library Card Application and Renewal

A. Requirements for Applying

A written application must be made to apply for any type of Lincoln Library card for the first time. Information gathered will at minimum meet the requirement of the Illinois Heartland Library System policy. If the applicant is a juvenile the parent or legal guardian must also be present and is the one required to provide the necessary proof and documentation. As stated on the application, the signature of the customer or parent or legal guardian “guarantees payment for overdue, lost, or damaged materials”. By signing the juvenile resident’s application the parent or legal guardian

assumes responsibility for overdue items, fines, and other fees. No cards are issued when the computer system is non-operational.

B. Requirements for Renewing

All library cards must be free of fines/fees and overdue items before they are renewed or reissued. Adult Resident cards may be renewed over the phone if the cardholder's address matches what we have on file and he/she confirms all their personal information. Temporary Resident cards will not be renewed unless proof of current address is shown at the time of renewal. Juvenile cards are not renewed without both the juvenile and the parent or legal guardian present. Cards are not renewed when the computer system is non-operational.

1. Applying for/Renewing a Library Card - In Person

- a.** One form of valid photo identification to prove identity is required at the time of application and activation or renewal.
 - Acceptable forms of identification are any valid (not expired) photo identification issued by a United States government entity including but not limited to a driver's license, Illinois State ID card, firearms ID card, passport, or military ID.
- b.** One form providing proof of current address is required at the time of application and activation or renewal.
 - Acceptable proof of current address includes but is not limited to a driver's license, lease, bill, official document postmarked or dated within the past 60 days. Acceptable proof may be electronic or printed, but may not be handwritten.
 - A Post Office box number, business, or employment address will not be accepted as proof of current address.
 - All changes of address should be immediately reported to Lincoln Library to avoid delay in notices.
- c.** Certain photo identification, such as a driver's license, may serve as both proof of identity and proof of address as long as the information is current.
- d.** If both valid proofs are shown the customer is issued a card and an abridged copy of the Circulation Services Policy. Customers may borrow library materials the same day.

- e. If only the proof of identification is shown the library card will be mailed to the customer via the United States Postal Service. Receipt of the card will serve as proof of address.
 - At the time of application the card will be set to one day expiration and the customer will be allowed to borrow up to three items that same day.
 - To activate the card for the full expiration period the customer must bring the card and valid photo identification to the Library.

2. Applying for/Renewing an eCard – Online

- a. Customers aged 16 and older may apply for and renew an eCard online which will be mailed via the United States Postal Service.
- b. Receipt of the eCard serves as proof of address. Any eCards returned by the United States Postal Service will be expired.
- c. A Post Office box number, business, or employment address will not be accepted as proof of current address.

3. Applying for/Renewing a Computer Card – In Person

- a. One form of valid photo identification to prove identity is required at the time of application and activation or renewal.
 - Acceptable forms of identification are any valid (not expired) photo identification issued by a United States government entity including but not limited to a driver's license, Illinois State ID card, firearms ID card, passport, or military ID.

III. Appeal

- a. Anyone who believes that he/she has been unfairly denied a card or has his/her card revoked may appeal the decision within five days of the actual notice of the denial or revocation.
- b. Such appeal shall be made in writing to the Library Director and shall include the appellant's mailing address and any supporting documents the appellant wishes the Library Director to consider.
- c. The Library Director may, at his/her sole discretion and after reviewing the pertinent facts, deny the request, grant the request in full, or grant the request based on any terms or conditions.

- d. The Library Director will inform the appellant of the decision in writing within 30 days of the appeal by mailing the decision to the mailing address provided by the appellant.
- e. If the appellant wishes to appeal the Library Director's decision the appellant must deliver a written notice of such appeal to the Library Director within 30 days of the date the Library Director's decision was mailed to the appellant. The Library Director will notify the appellant of the time and place of the meeting where the appeal will be heard by the Lincoln Library Board of Trustees.
- f. All appeal rights are waived unless the appellant satisfies the timelines set forth in this section.

IV. Lost Card

- a. It is the responsibility of the customer to report a lost card and assume charges up to the date the card is reported lost.
- b. Customers reporting a missing card will have their account marked as "Lost".
- c. A customer may request a replacement card or present a photo ID to check out materials or sign up for a computer.

V. PIN (Personal Identification Number)

- a. A PIN allows a customer access to the My Account feature on the library's website and will also allow public computer use at Lincoln Library.
- b. A customer with a valid Lincoln Library card may apply for a PIN in person by providing a photo ID.
- c. Juvenile customers must be present to apply for a PIN for their account.
- d. A PIN may not be applied for or disclosed by telephone or email. A generic PIN can be given to a customer via telephone or email as long as the customer affirms their name, address, phone number, and birth date.
- e. A PIN can be changed by a customer using the My Account feature on the Library's website.

VI. Confidentiality of Library Records

A. Pursuant to the Illinois Local Library Act – 75 ILCS 70/1 et seq.

- a. For the purpose of this Section:
- “Library” means any Illinois public library, including Lincoln Library.
 - “Registration records” includes any information a library requires a person to provide in order for that person to become eligible to borrow books and other materials.
 - “Circulation records” includes all information identifying the individual borrowing particular books or materials.
- b. The registration and circulation records of a library are confidential information. No person shall publish or make any information contained in such records available to the public unless:
- required to do so under a court order; or
 - the information is requested by a sworn law enforcement officer who represents that it is impractical to secure a court order as a result of an emergency where the law enforcement officer has probable cause to believe that there is an imminent danger of physical harm. The information requested must be limited to identifying a suspect, witness, or victim of a crime. The information requested without a court order may not include the disclosure of registration or circulation records that would indicate materials borrowed, resources reviewed, or services used at that library. If requested to do so by the library, the requesting law enforcement officer must sign a form acknowledging the receipt of the information. A library providing the information may seek subsequent judicial review to assess compliance with this Section. Nothing shall be construed as a privacy violation or a breach of confidentiality if a library provides information to a law enforcement officer under this section. This subsection shall not alter any right to challenge the use or dissemination of patron information that is otherwise permitted by law.
- c. This section does not prevent a library from publishing or making available to the public reasonable statistical reports regarding library registration and book circulation where those reports are presented so that no individual is identified therein.

B. Disclosure of Confidential Information

- a. Only the Library Director and the Access Services Manager are authorized to accept and respond to court orders or other requests for circulation or

registration records. If the order requires immediate compliance, any Manager may respond to such an order but should first attempt to notify the Library Director or the Access Services Manager.

- b. Whenever possible, Lincoln Library staff should seek to have the order or request reviewed by Corporation Counsel before complying.
- c. Except as provided for in the previous sections, circulation information about specific materials will only be released to the library cardholder who presents their library card or proof of identification.
- d. Telephone inquiries will only be answered if the customer affirms their identity and provides name, address, birthdate, and library card number matching the account data. Upon request, an item and title list may be emailed or mailed to the cardholder at the address listed in the customer account.
- e. Parents may be told how many items plus barcodes are checked out on a juvenile card and when the items are due, but titles will not be revealed.
- f. Customers may only pay fines/fees on another's or a juvenile's account if they have that customer's library card and can provide the cardholder's name. Customers will receive a printout of payment type and amount only when fines/fees are paid on another or juvenile account. Upon request the detailed payment receipt will be mailed to the address of the cardholder.
- g. Lincoln Library will report possible violations of child pornography laws or any other laws to the extent required by such laws. Such disclosure should be made only by the Library Director in consultation with Corporation Counsel if possible. Lincoln Library expressly reserves its protection from liability for good faith disclosures made in accordance with applicable laws.

VII. Library Use

A. Borrowing Library Materials

- a. All borrowers must conform to all of the rules, regulations, and policies of Lincoln Library, including but not limited to the Circulation Services Policy and the Revocation of Library/Computer Use Policy.
- b. Each borrower is responsible for the possession and use of his/her library card. Library cards are not transferable.
- c. The borrower must present his/her own library card or photo ID to check out library materials.

- Items “On Hold” may be picked up by any individual with the requesting borrower’s library card or hold notice (electronic or print).
- d. Borrowers may check out items the same day that a Lincoln Library card is issued.
 - e. All materials checked out on the library card are the responsibility of the registered customer and/or the parent or legal guardian as signed on the guarantee.

B. Using Library Computers

- a. Customers may access the public computers within the library with a valid library or Computer Use card or with a guest pass.
- b. Library cards must not be expired and total charges must be under \$50 prior to any computer use.
- c. Guest passes may be issued to any individual who shows proof of identification, as long as he/she does not have a current or expired library card.
 - No guest passes will be issued when the computer system is non-operational.
- d. Juveniles aged five to 12 without a parent or guardian present will be restricted to filtered computers in the Juvenile area of the Youth Services department.

VIII. Customer Accounts

A. Overview

- a. Customers are responsible for all items checked out on their account.
- b. Notifications about accounts and materials are sent as a courtesy only. Customers are responsible for returning their material on time and paying their fines and/or fees regardless of whether or not the notification is received.
- c. Customers will be reminded of any fines over \$1, overdue items, lost items, or fees at each checkout or renewal.

- d. Any costs incurred by Lincoln Library on behalf of the customer will be charged to the customer and must be paid in full.
- e. Overdue fines, lost fees, or damaged fees may be waived at the discretion of the Library Director or designee.
- f. Replacement of lost or damaged material will not be accepted in lieu of payment.

B. Good Standing – Lincoln Library customers whose accounts meet the following conditions are granted full borrowing privileges:

- a. Charges of \$10 or less
 - If current charges total more than \$10, materials may not be checked out until the blocks are paid down to \$10 or less.
- b. No more than one lost or damaged Lincoln Library-owned material with a cost of less than \$50

C. Overdue – Borrowed materials that have not been returned by the due date and have not yet aged to “Lost” status.

- a. Customers who opt-in to text or email notifications will receive a reminder that items will soon be due.
- b. Customers are informed electronically or by mail of overdue materials at least three times prior to items aging to the “Lost” status.
- c. Customers may not check out additional materials if the overdue accrual equals \$50 or more.
- d. Notifications of pre-overdue and overdue material are sent as a courtesy only. Customers are responsible for returning their material on time regardless of whether or not the notification is received.

D. Fines – Charges for material that was overdue and returned late.

- a. Days that Lincoln Library is closed are not included in the overdue fine assessment.
- b. Items returned on the date due should be returned inside the library during regular open hours to avoid any overdue fines.

- c. All overdue materials should be returned inside the library during regular open hours to make sure an additional day's fine is not added to the total charge.
- d. If all charges including fines total \$50 or more and the customer fails to pay, the account shall be transferred to a collection agency and an additional \$10 charge will be added to the customer's account.
- e. No credits or refunds will be issued for overdue fines paid by the customer.
- f. No overdue fines will be assessed on Juvenile and Young Adult material with the exception of the American Girl Doll kits.
- g. Extension Services customers are not charged for overdue items.
- h. Customers may not check out additional material if fines equal \$10 or more. Computer use is blocked if fines equal \$50 or more.
- i. Overdue charges for materials:
 - Daily fines on items except video tapes/DVDs, computer software, American Girl Doll kits, and Hot Picks items
\$.25 up to maximum
 - Daily fines on video tapes/DVDs, computer software, and American Girl doll kits
\$.50 up to maximum
 - Daily fines on Hot Picks items
\$1.00 up to maximum
 - Maximum fines on items except video tapes/DVDs, computer software, paperbacks, periodicals, vertical files, and American Girl Doll kits
\$5.00
 - Maximum fines for paperbacks, periodicals, and vertical files
\$3.00
 - Maximum fines for video tapes/DVDs, computer software, and American Girl Doll kits
\$10.00

E. Lost – Materials that have been overdue for more than 46 days or that cannot be found and returned by the customer. Customers will be charged for each Lost item on their account.

- a. The Lost fee for an item will equal the list price at time of purchase. If no price can be determined default prices listed below will apply.

- b. If all charges including Lost fees total \$50 or more and the customer fails to pay, the account shall be transferred to a collection agency and an additional \$10 charge will be added to the customer's account.
- c. Customers are considered to be in good standing and may check out additional material if there is only one lost or damaged item on their account and the item cost of that lost or damaged item is less than \$50 with the following conditions:
 - Lincoln Library-owned items - until the library card expires
 - Non-Lincoln Library owned items – up to 90 days from the item's due date.
- d. Credits will be issued for only Lincoln Library-owned material that was paid for and then returned by the customer within 90 days from the item's due date and are determined by the library to be in undamaged condition.
- e. Credits will not be issued for any paid for and returned items owned by libraries other than Lincoln Library.
- f. Default Prices:
 - Adult Hardcover covers \$30.00
 - Juvenile Hardcover covers \$20.00
 - Art/Reference Books \$75.00
 - Compact Discs (CDs) \$15.00
 - Unabridged Audiobooks \$50.00
 - Abridged Audiobooks \$35.00
 - Video Tapes/DVDs \$20.00
 - Computer Software \$25.00
 - Paperbacks – Small \$10.00
 - Paperbacks – Oversize \$15.00
 - Periodicals \$7.50
 - Book Kits \$20.00
 - American Girl Doll Kit \$800.00
 - Interlibrary Loan \$125.00 or as set by owning library
 - Cases \$6.00

F. Damaged – Materials that have been returned with water damage, missing pages/pieces, or determined to be unusable. Customers will be charged for Damaged items at the sole discretion of Lincoln Library.

- a. The Damage fee may vary according to the damage up to the list price at the time of purchase or the Default Price listed above.
- b. If the replacement cost of a Lincoln Library-owned item is paid in full, Lincoln Library will return the damaged material to the customer provided the customer retrieves it from Lincoln Library within 90 days of the date of return by the customer.
- c. Credits will be issued for only Lincoln Library-owned audiovisual material missing pieces that were paid for then found and returned within 90 days of the due date and are determined by the library to be in undamaged condition.
- d. If all charges including Damage fees total \$50 or more and the customer fails to pay, the account shall be transferred to a collection agency and an additional \$10 charge will be added to the customer's account.
- e. Customers are considered to be in good standing and may check out additional material if there is only one damaged or lost item on their account and the item cost of that damaged or lost item is less than \$50 with the following conditions:
 - Lincoln Library-owned items - until the library card expires
 - Non-Lincoln Library owned items – up to 90 days from the item's due date.
- f. Damage to material is considered accidental unless there is reason to suspect otherwise. A customer found defacing or destroying library material will be charged the full replacement cost and all library privileges may be suspended pending legal action if the damage is extensive.

G. Collections – An account will be sent to a collection agency if it has fines/fees totaling \$50 or more.

- a. A \$10 charge will be added to a customer's account if their account is sent to the collection agency.

IX. Materials

A. Loan Periods

- a. The standard loan period for most Lincoln Library material is 14 days with the following exceptions:

- Reference materials, Sangamon Valley Collection materials, and current magazines may not be checked out.
- Extension Services customers may have items for either 14 or 28 days depending on the frequencies of deliveries.
- Customers may have video tapes, DVDs, computer software and American Girl Doll kits for 7 days.
- Extended loan periods are for 42 days.
 - Extended loan periods are limited to books and audiobooks.
 - Hot Picks, Display items, and Interlibrary Loan items are not eligible for extended loans.
 - Customers are allowed 2 extended loans per year.
 - Customers who already have materials checked out on an extended loan may not request additional extended loans until the original materials are returned to Lincoln Library.
 - Additional extended loans for the same material will not be granted.
- b. Interlibrary Loan items are subject to the same loan periods as Lincoln Library material. Extended loans are not available.

B. Loan Limits – Once a customer reaches the maximum limit for a single material type or has checked out a total of 75 items the customer will be blocked until some of the material is returned.

a. 14-day loan:

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| • Audiobooks | 10 per card |
| • Books | 10 per card on any one subject
10 copies of one title per card |
| • Compact Discs (CDs) | 10 per card |
| • Hot Picks | 2 per card |
| • Book Kits | 5 per card |
| • Periodicals | 20 back issues per card |
| • Vertical File | 10 per card |

b. 7-day loan:

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| • American Girl Doll kit | 1 per card |
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- Computer software 2 per card
- Video Tapes/DVDs 5 per card

C. Item Renewal

- a. Most Lincoln Library-owned material may be renewed two times with the following exceptions:
- Computer software, Interlibrary Loans, Vertical files, Hot Picks, and items requested by another customer are not allowed any renewals.
 - Items may be renewed in-person, over the phone, or online as long as the borrower provides their library card number.
 - While library cards are non-transferable, items may be renewed on any account as long as the library cardholder’s name and library card number are provided.
 - Non-cardholders may only be given the renewed item barcode number(s) and new due date. Titles may not be disclosed.
 - If a customer has applied for a PIN, materials may be renewed online if the library card is not blocked and the items are eligible for renewal.

D. Restricted Access – From time to time Lincoln Library acquires materials that may be available to the public on a limited or restricted case-by-case basis as follows:

- a. Public Records – Documents issued by governmental agencies with access covered by the Illinois Freedom of Information Act.
- b. Private Records – Private, non-governmental records (i.e. correspondence, club minutes, diaries, journals, etc.) with access treated on an individual basis or negotiated with the donor.
- c. Electronic Resources – Electronic databases subscribed to by Lincoln Library with access covered by individual agreements with each company are restricted to certain cardholders.

X. Right to Modify or Amend – Lincoln Library reserves the right to modify or amend this policy at any time, subject to the approval of the Lincoln Library Board of Trustees.