

**MOUNT PROSPECT PUBLIC LIBRARY  
CIRCULATION POLICY AND LIBRARY RECORDS CONFIDENTIALITY POLICY**

**I. LIBRARY MISSION.**

Mount Prospect Public Library exists to:

- Connect people to information, resources and opportunities for enrichment and leisure
- Provide and sustain a book culture through literary knowledge and interactive experiences
- Promote and support education and lifelong learning
- Build community

**II. LIBRARY BILL OF RIGHTS.**

The Mount Prospect Public Library affirms Article V. of the American Library Association's Library Bill of Rights:

"A person's right to use a library should not be denied or abridged because of origin, age, background, or views."

**III. CONFIDENTIALITY OF PATRON RECORDS.**

"The registration and circulation records of a library are confidential information. Except pursuant to a court order, no person shall publish or make any information contained in such records available to the public." (75 Illinois Compiled Statutes 70/1 (a))

Effective 1/1/2008 an exception to the requirement of a court order is made per Public Act 95-0040 if the following conditions are met:

1. A sworn law enforcement officer states that it is impractical to get a court order as a result of an emergency situation;
2. The officer states there is probable cause to believe that there is imminent danger that someone will be physically harmed;
3. The information requested is limited to only identifying a suspect, witness, or victim of a crime;
4. The information does not include any registration or circulation records that would indicate materials borrowed, resources reviewed, or services used at the library.

Procedure: The requesting law enforcement officer must complete an Officer's Request for Confidential Library Information form (Appendix B) and acknowledge receipt.

**IV. CIRCULATION POLICIES. (Refer also to Library Card and Patron Registration Policy and Guidelines)**

- A. Mount Prospect Public Library will accept all library cards issued by any Illinois public library. Such cards must be registered at the Registration Desk per Library Card and Patron Registration Policy and Guidelines. Library

**MOUNT PROSPECT PUBLIC LIBRARY  
CIRCULATION POLICY AND LIBRARY RECORDS CONFIDENTIALITY POLICY**

cards from outside the state will not be accepted for the circulation of materials.

A reciprocal borrower is a non-resident of Mount Prospect who has his/her library card registered at MPPL.

Reciprocal borrowers may check out unlimited print items and 5 toys per family. AV limits vary by collection and format. See Circulation Library Loan Periods and Fines for details.

- B. A total of 10 items only, with certain borrowing limits for some formats, may be borrowed by patrons owning a valid Mount Prospect Public Library card or having an already registered library card from another library but not carrying it on their person. Such patrons will be required to produce photo identification with name and an item with current name and address before borrowing materials. Without a library card or other identification, no patron may borrow any library materials at any time.

V. BORROWING LIBRARY ITEMS.

A. Loan Quantities for Mount Prospect Public Library Cardholders

There is no limit to the total number of items that can be checked out to a Mount Prospect Public Library cardholder at any one time when using his/her MPPL library card to check out, however there are borrowing limits for some formats.

Temporary limits may be set for collections due to seasonal demand or special programs.

B. Loan Periods for Main Library and South Branch

- 1. The following items circulate for three (3) days:  
New Blu-Ray Discs  
New Fiction DVDs
- 2. The following items circulate for seven (7) days:  
Encyclopedias  
Fiction Blu-Ray Discs (not new, see above)  
Fiction DVDs (not new, see above)  
Toys
- 3. The following items circulate for 14 days:  
Magazines/Pamphlets  
Multimedia Discs  
Music CDs  
New Books  
Nonfiction DVDs  
Playaway Launchpads

**MOUNT PROSPECT PUBLIC LIBRARY  
CIRCULATION POLICY AND LIBRARY RECORDS CONFIDENTIALITY POLICY**

Playaway View  
STEAM Kits/Tech Time Totes  
TV + Multipart Fiction DVDs  
Video Games

4. The following items circulate for 21 days:  
Books  
Books on CD (22 or fewer discs)  
Lengthy New Books (450+ pages)  
Music Scores/Sheet Music  
Playaways  
Study Guides  
Youth Bags  
Youth Kits
5. The following items circulate for 28 days:  
Great Courses  
Lengthy Books on CD (23 or more discs)
6. The following items circulate for 42 days:  
Book Discussion Bags
7. The following items circulate for 60 days:  
Art Prints
8. The lending period for interlibrary loan items varies.

**C. Renewal Loan Periods**

Library materials may be renewed twice for a period of time equal to the original loan period of the item, and may only be renewed if no other patrons have placed a reserve on the item. Library materials may be renewed over the telephone, online, or in-person at the Library by staff or at a self-checkout. Renewal exceptions include book discussion bags, interlibrary loan materials, reference books, pamphlets, newspapers, and new developing collections, as well as materials checked out to a homebound card.

**D. Holds and Interlibrary Loan**

Only Mount Prospect Public Library cardholders may place holds on library materials. Hold exceptions include but are not limited to: reference books, newspapers, pamphlets, and developing collections. No fee will be charged to patrons for this service. All holds must be checked out using the library card used to place the original request.

**MOUNT PROSPECT PUBLIC LIBRARY  
CIRCULATION POLICY AND LIBRARY RECORDS CONFIDENTIALITY POLICY**

Only Mount Prospect Public Library cardholders may request interlibrary loan items. Refer to Interlibrary Loan Policy and Guidelines for complete guidelines.

- VI. CIRCULATION FINES AND FEES.
  - A. Patrons who have accrued a total of over \$10 in fines or bills will be restricted from borrowing additional materials.
  - B. A processing fee of \$10, in addition to cost, will be charged for each lost and/or damaged item that is over \$10 in cost.
  - C. A patron who has not returned library materials with value totaling \$50 or more may be sent to a collection agency. Library may send patron to collection agency if fee is less than \$50.
  - D. The Board of Library Trustees sets late charges on overdue library items.
  - E. See Circulation – Library Loan Periods and Fines for fine and fee details.
- VII. SPECIFIC COLLECTION LIMITS – see Circulation – Library Loan Periods and Fines.

**Appendix A – State Statute for Non-resident Services**

**Appendix B – Officer’s Request for Confidential Library Information**

**MOUNT PROSPECT PUBLIC LIBRARY  
CIRCULATION POLICY – APPENDIX A: PUBLIC LIBRARY NON-RESIDENT SERVICES**

**TITLE 23: EDUCATION AND CULTURAL RESOURCES  
SUBTITLE B: CULTURAL RESOURCES  
CHAPTER I: SECRETARY OF STATE  
PART 3050: PUBLIC LIBRARY NON-RESIDENT SERVICES**

Section

- 3050.10 Definitions
- 3050.20 Public Library Responsibilities
- 3050.25 Applying for a Non-Resident Library Card
- 3050.30 Regional Library System Responsibilities
- 3050.40 Options for Non-Resident Library Cards
- 3050.50 Criteria for Non-Resident Library Cards
- 3050.60 Non-Resident Fee Formula
- 3050.70 Non-Resident Property Owner
- 3050.80 Contractual Services
- 3050.90 State Mandates Act Exemption

AUTHORITY: Implementing and authorized by Section 4-7 of the Illinois Local Library Act [75 ILCS 5/4-7], and authorized by Section 30-55.60 of the Public Library District Act of 1991 [75 ILCS 16/30-55.60] and Section 8.25 of The State Mandates Act [30 ILCS 805/8.25].

SOURCE: Adopted at 26 Ill. Reg. 5974, effective July 1, 2002; amended at 39 Ill. Reg. 5253, effective March 20, 2015.

**Section 3050.10 Definitions**

"Closest public library" means a participating public library that issues non-resident library cards that meet the conditions of Section 3050.25. The closest public library for the non-resident shall be determined by the location of a participating public library.

"Commonality of community interests" means activities involving, but not limited to, education, retail, commercial, cultural, civic, health facilities, financial institutions and recreation.

"Non-resident" means an individual residing in Illinois who does not have his or her principal residence within a public library service area.

"Non-resident library card" means the library card purchased by an individual residing in an area not taxed for public library service from a participating public library.

"Participating public library" means the public library whose board of trustees authorizes the issuance of non-resident library cards.

"Public library" has the definition ascribed at 23 Ill. Adm. Code 3030.110.

**MOUNT PROSPECT PUBLIC LIBRARY**  
**CIRCULATION POLICY – APPENDIX A: PUBLIC LIBRARY NON-RESIDENT SERVICES**

"Public library service area" means the legal territory served by the public library.

"School district" means high school district or unit district.

**Section 3050.20 Public Library Responsibilities**

- a) The public library board of trustees shall annually take action to decide whether to issue non-resident library cards during the ensuing 12 months. At that time, the non-resident library card fee formula and fee, if applicable, to be used will be determined and adopted.
- b) The public library board of trustees shall notify the regional library system within 30 days of the action taken and effective dates and fee formula as determined in this Part.
- c) The participating public library shall continue to honor the non-resident library cards issued by the library for the full term of purchase.
- d) Participating public libraries shall cooperate with other participating area public libraries and the regional library system and adjacent regional library systems to determine the appropriate non-resident service areas as stated in Section 3050.25 of this Part.
- e) Nothing in this Part requires a public library to participate in the non-resident library card reciprocal borrowing program of a regional library system. Non-participation in the non-resident library card program does not preclude a public library from applying for and receiving grant funds from the Illinois State Library as long as the public library complies with requirements of the specific grant program.

**Section 3050.25 Applying for a Non-Resident Library Card**

- a) 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) If there are two or more public libraries in the school district in which a non-resident resides, the participating public libraries in that school district, in cooperation with the applicable regional library systems, shall determine the appropriate library service area for non-residents to make application for a non-resident library card.
- c) If there is no participating public library in the school district in which the non-resident resides, the applicable regional library systems that serve the school district shall, in cooperation with participating libraries in the general area of the school district, determine the non-resident service area. The factor to be used for determining a non-resident service area shall be the commonality of community interests that influence the activities of all the residents of the service area.

**MOUNT PROSPECT PUBLIC LIBRARY**  
**CIRCULATION POLICY – APPENDIX A: PUBLIC LIBRARY NON-RESIDENT SERVICES**

**Section 3050.30 Regional Library System Responsibilities**

- a) The regional library systems, by September 1, 2002, shall submit to the Illinois State Library, and post on their Internet sites, the names of participating and non-participating public libraries. During this period, the regional library systems shall assist public libraries in complying with Section 3050.25 of this Part.
- b) Beginning in 2003, the regional library systems shall submit the names of participating and non-participating public libraries as of July 1 of each year in the annual report to the Illinois State Library. The report shall include the action public libraries take in compliance with Section 3050.20(a) of this Part.
- c) The regional library systems shall maintain an up-to-date list on their Internet sites of participating and non-participating public libraries and the effective dates of the 12 month period. This list shall also be available in print upon request and available for public inspection at the regional library system headquarters.

**Section 3050.40 Options for Non-Resident Library Cards**

- a) The public library board of trustees' policy for service to non-residents, including a description of the public library's service areas and methods of calculating fees (if the library participates), shall be available for public inspection at the library.
- b) A valid non-resident library card shall accord the non-resident cardholder all the services the issuing public library provides to its residents including reciprocal borrowing privileges.

**Section 3050.50 Criteria for Non-Resident Library Cards**

- a) The non-resident library card issued by a participating public library should include, at a minimum, the name of the library; the expiration date of the non-resident library card; and the words "Non-Resident". The non-resident library card shall be issued for 12 months subject to the exemptions in Section 30-55.60 of the Public Library District Act of 1991 [75 ILCS 16/30-55.60] and the Illinois Local Library Act [75 ILCS 5/4-7(8)].
- b) A local use only card may not be issued to a non-resident whether or not a library participates in the non-resident library card program.

**Section 3050.60 Non-Resident Fee Formula**

A public library can use three options to determine its *non-resident fee according to the formula established by the Illinois State Library* [75 ILCS 5/4-7(12) and 16/30-55.60]. In subsections (a) and (b) of this Section, the non-resident fee shall be equitable and proportionate to the fee paid by residents.

- a) General Mathematical Formula
  - 1) To determine the minimum non-resident fee, a local library should divide the library income from public property tax sources or its equivalent by the local population to determine the cost of service per capita. In the case of endowed libraries that receive no income from local tax sources

**MOUNT PROSPECT PUBLIC LIBRARY**  
**CIRCULATION POLICY – APPENDIX A: PUBLIC LIBRARY NON-RESIDENT SERVICES**

of any kind and meet the requirements for library system membership, the endowed library may determine the minimum non-resident fee by dividing the amount of income it receives from non-tax sources that is required to qualify for per capita grants provided in Section 8.1 of the Illinois Library System Act by the local population to determine the cost of service per capita. All public libraries should then multiply the per capita figure by the average number of persons per household in the community to obtain the average cost per household on which to base a fee for a family card. The most recent federal census information available shall be used in determining population and household size.

- 2) Library income from local property tax sources excludes State and federal funds.
- b) Tax Bill Methods:
- 1) Non-Resident Taxpayer: The library tax rate or equivalent, including all special levies, is applied to the non-resident property owner's principal residence assessed valuation on an individual, case by case basis. The most recent property tax bill will be used. The property owner will pay the same amount as would be paid if the property were in the library service area.
  - 2) Non-Resident Renter: The library shall either charge a minimum of 15 percent of the monthly rent as the annual non-resident fee, or devise its own formula. The local formula shall take into account the average local rent of the general community of the public library, the property tax rate, and the non-resident fee for residential homeowners. The library board shall annually determine the percent to be applied to non-resident renters. The renter shall provide to the public library a current rent receipt or a cancelled rent check for verification purposes.
- c) Adoption of the Average Non-Resident Fee in the System Area
- 1) In public library service areas with a disproportionately large share of the property valuation in agricultural, industrial, mining, commercial or other non-residential property, the library board of trustees may ask the Director of the Illinois State Library for authorization to adopt as its non-resident fee the average non-resident fee in the system in which the library is located.
  - 2) This exception is not a general alternative to the formula and will apply only under the conditions stated in subsection (c)(1), with the approval of the Illinois State Library.

**Section 3050.70 Non-Resident Property Owner**

- a) 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



**MOUNT PROSPECT PUBLIC LIBRARY**  
**CIRCULATION POLICY – APPENDIX A: PUBLIC LIBRARY NON-RESIDENT SERVICES**

extended to only one such non-resident for each parcel of taxable property. [75 ILCS 5/4-7(12) and 75 ILCS 16/30-55.60(3)]

- b) The library card shall accord the non-resident property owner cardholder all the services the issuing public library provides its residents, including reciprocal borrowing privileges.

**Section 3050.80 Contractual Services**

The rules providing for non-resident status shall not apply to any person residing in any territory for which the corporate authority of that territory, or a private corporation, has contracted for library service on behalf of the residents with a public library as provided in Section 4-7(8) of the Illinois Local Library Act [75 ILCS 5/4-7(8)] and Section 30-55.40 of the Public Library District Act of 1991 [75 ILCS 16/30-55.40].

**Section 3050.90 State Mandates Act Exemption**

No reimbursement is required by the State for the implementation of any mandate created by this Part as provided in Section 8.25 of the State Mandates Act [30 ILCS 805/8.25].

**MOUNT PROSPECT PUBLIC LIBRARY  
CIRCULATION POLICY – APPENDIX B**

**Mount Prospect Public Library  
10 S. Emerson St.  
Mount Prospect, IL 60056  
847-253-5675**

**Officer's Request for Confidential Library Information**

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- A. This is a request under the Illinois Library Records Confidentiality Act, 75 ILCS 70/ (copy attached) for information contained in the Library's registration and circulation records.
- B. My request for information is limited to identifying a "suspect, witness, or victim of a crime."
- C. As the basis for this request, I represent the following:
  - 1. I am a sworn law enforcement officer.
  - 2. As a result of an emergency where I believe there is imminent danger of physical harm, it is impractical to secure a Court Order for the identification information.
- D. The information I request relates to the following (Description of information sought):

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**Officer's Acknowledgment**  
I acknowledge receipt from the Library  
Of the information I requested.

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Officer's Printed Name                      Officer's Agency/Department                      Officer's Signature

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Officer's Badge Number                      Time Signed                      Date Signed

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**(Library Use Only)**

Name(s) of Library Staff assisting with the information requested:

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**MOUNT PROSPECT PUBLIC LIBRARY  
CIRCULATION POLICY – APPENDIX B**

**LIBRARIES (75 ILCS 70/)**

**Illinois Records Confidentiality Act**

(75 ILCS 70/1) (from Ch. 81, par. 1201)

Sec. 1. (a) 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:

- (1) required to do so under court order; or
- (2) 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 the 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. This subsection shall not alter any right to challenge the use or dissemination of patron information that is otherwise permitted by law.

(b) 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-5) Nothing in this Section shall be construed as a privacy violation or a breach of confidentiality if a library provides information to a law enforcement officer under item (2) of subsection (a).

(c) For the purpose of this Section, (i) “library” means any public library or library of an educational, historical or eleemosynary institution, organization or society; (ii) “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 and (iii) “circulation records” includes all information identifying the individual borrowing particular books or materials.

(Source: P.A. 95-40, eff. 1-1-08.)

(75 ILCS 70/2) (from Ch. 81, par. 1202)

Sec. 2. This Act may be cited as the Library Records Confidentiality Act.

(Source: P.A. 86-1475.)