

Policies of the Morris Area Public Library

The primary purpose of this library is to provide library service to the residents of the library district. In addition, these services are available, with special provisions, to non-residents wishing to use them.

Borrowers may check out as many books and magazines as desired provided that the collection in one area is not depleted. The checkout of other materials may be restricted based on the demand for the materials.

Confidentiality of Records

The Morris Area Public Library abides by the Library Records Confidentiality Act, 75 ILCS 70/1, which provides that registration and circulation records are confidential. Registration records include any information a patron provides in order for that patron to become eligible to borrow books and other materials. Circulation records include all information identifying the patron borrowing particular books or materials. The Morris Area Public Library does not make available registration or circulation records to any party except in compliance with the law. The Morris Area Public Library does not make available lists of registered library patrons except in compliance with the law. Law enforcement officers requesting confidential information may be asked to complete the Officer's Request for Confidential Library Information form.

Fees and Charges

Fees for overdue items shall be \$.10 per day for each item, while overdue DVD's are \$1.00 per day, with a maximum fine to be \$10.00 per item. The charge for lost books is the list price of the book. No refunds for lost books will be given. The receipt issued for payment of lost books must be turned in to receive a refund within the two (2) month period. Lost cards will be replaced for a fee.