

Loan Rules

- If a patron does not present a card at the time of checkout, they may be asked to present a photo ID to verify their identity.
- There is no limit on the amount of materials a borrower may take out at one time except for STEM Kits which are limited to one kit per family at a time.
- All materials owned by the library are allowed to be placed on hold except for magazines.
- Materials placed on hold will be held for 7 full business days after notification that the hold is available. Items not picked up will be given to the next person on the holds list, returned to the owning library, or returned to the shelves.
- Renewals may be done in person, by phone, or online and are subject to the following guidelines:
 - Materials that have a reserve on them may not be renewed.
 - Materials have a maximum of allowed renewals.
 - Magazines are not renewable.
- Overdue materials have a one day's grace period before accruing fines. Patron accounts will be restricted from use once the fine total reaches \$9.99.
- Every patron is fully responsible for the replacement cost of all library items checked out on their card. Patron accounts with fees for lost or damaged items will be restricted from use until the materials are returned or the replacement cost is paid in full.
 - If the patron later recovers a lost and paid item, the item is theirs to keep.
 - Replacement costs will only be refunded at the discretion of the Library Director.
 - Patrons wishing to replace Genoa Public Library District materials they have lost or damaged in lieu of paying replacement costs may submit their request to the Library Director. The Library Director will notify the patron as to whether their request has been granted.
- In the case of children under the age of 18, it is the parents' responsibility to pay for lost or damaged items in accordance with the library's Library Cards policy.
- Materials borrowed via Interlibrary Loan from outside libraries and damaged, lost, or kept overdue may be subject to additional fees per the policy of the loaning library.
- Materials may be borrowed for extended vacation loans at the discretion of library staff.
- Reference items, local history items, and newspapers are not allowed to circulate and may not be removed from the library.
- Loan periods for downloadable e-content shall be governed by the e-content provider.

Item Type	Loan Period	Renewal Period
Books	3 weeks	3 weeks
DVDs	1 week	1 week
DVDs, TV Series	3 weeks	3 weeks
Music CDs	1 week	1 week
Audio Books	3 weeks	3 weeks
Magazines	1 week	N/A
STEM Kits	2 weeks	2 weeks
Digital Materials	Varies by platform	See platform for additional information

Privacy

All records in the Genoa Public Library District relating to patron registration and circulation of materials are considered to be confidential in nature and in accordance with the Library Records Confidentiality Act (75 ILCS 70). The contents of registration and circulation records shall not be made available to anyone except authorized library personnel or as required by law.