

CIRCULATION SERVICES AT MOUNT PROSPECT PUBLIC LIBRARY

If you have any questions about Library cards, circulation periods, borrowing policies, or fines, please ask a staff member for assistance.

LIBRARY CARDS

Forgot your card? The Circulation staff will check out six items for *Mount Prospect cardholders only* with a current Illinois driver's license or I.D. card.

If you move, get a new phone number, or change an e-mail address please call the Library so we can update our records.

RECIPROCAL BORROWERS

Reciprocal borrowers cannot check out *new* fiction DVDs, Playaways, or video games but may check out 6 audiovisual items at one time with a limit of 2 fiction DVDs. The limit on number of books is the same as for residents.

LOST OR STOLEN LIBRARY CARDS

Report a lost or stolen Library card immediately to limit your liability. You are responsible for all items checked out on your Library card. Treat your Library card like a credit card—*keep it secure!*

RETURNS

Library materials may be returned to the book return located in the Lobby while the Library is open. There are two outside book returns available: a walk-up return to the south of the main entrance and a return within the parking deck at the street level exit.

OVERDUE MATERIALS, FINES, AND FEES

If an item is 28 days or more past due, additional material may not be checked out on that Library card. Materials may not be checked out if \$5 or more in fines is due on a Library card.

The fee for lost or damaged material is the cost of replacing the item plus a \$5 nonrefundable processing charge.

HOLDS

Mount Prospect cardholders may place holds on all materials except video games.

E-MAIL NOTIFICATION

E-mail notification of holds, reminders, and overdues is now available. Contact the Registration Desk or go to www.mtpl.org for more information.

RENEWALS

Patrons have the option to renew materials themselves online or at the Circulation Desk. Telephone renewal is available by calling **My Account** at 847/590-3200; then

follow the prompts. Materials may be renewed once for the original loan period. If a hold has been placed on the item, it cannot be renewed. Overdue material that has not already been renewed and has no hold may be renewed, but the fine must be paid at the time of renewal or it will be assessed to your Library account.

The following items **may not** be renewed:

- encyclopedias
- interlibrary loan materials
- reference materials
- government documents
- pamphlets
- video games

LOAN PERIODS AND FINES

ITEM	PERIOD	FINE
New Books— 14 day books	2 weeks	\$.20 per day
New Books— 21 day books	3 weeks	\$.20 per day
Books	3 weeks	\$.10 per day
Magazines/Pamphlets	2 weeks	\$.10 per day
Encyclopedias	1 week	\$.10 per day
Videocassettes — fiction†	7 days	\$1.00 per day
— nonfiction†	14 days	\$1.00 per day
DVDs — new fiction*	3 days	\$2.00 per day
— fiction*	7 days	\$1.00 per day
— multi-part fiction*	14 days	\$1.00 per day
— nonfiction†	14 days	\$1.00 per day
Video games	14 days	\$1.00 per day
Audiocassettes	2 weeks	\$.20 per day
Books on cassette/CD/Playaway	3 weeks	\$.20 per day
Compact discs†	2 weeks	\$.20 per day
Great Courses	4 weeks	\$.20 per day
CD-ROMs	2 weeks	\$.20 per day
		<i>(some exceptions apply)</i>
Kits — adult	3 weeks	\$.20 per day
— youth	<i>varies</i>	
Toy Collection	1 week	\$.20 per day
		<i>(puzzles, puppets, games & toys; limit four items per family)</i>
Art Prints	2 months	\$.20 per day
		<i>(limit four items)</i>
Government Documents	<i>varies</i>	
Interlibrary Loan	<i>varies</i>	\$1.00 per day

*Residents are allowed to check out a maximum of four fiction DVDs and four new fiction DVDs.

†Residents may checkout up to 15 CDs, fiction and nonfiction videocassettes, and nonfiction DVDs .

11/08



HOURS

Monday-Friday 9 a.m. to 10 p.m.
 Saturday 9 a.m. to 5 p.m.
 Sunday noon to 5 p.m.

MOUNT PROSPECT PUBLIC LIBRARY

10 South Emerson Street • Mount Prospect, IL 60056
 847/253-5675 • TDD 847/590-3797
 My Account/Renewal 847/590-3200 • www.mtpl.org