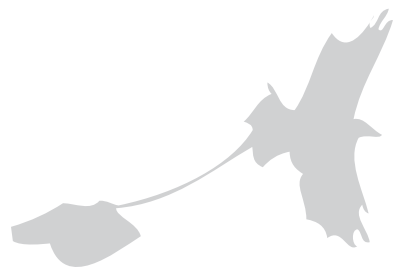


Circulation Services at South Branch

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



Library Cards

Forgot your card? The South Branch 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, but may check out 2 audiovisual items at one time including other DVDs.

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 in the the South Branch when the Center is open. There are book returns available at the Main Library: a walk-up return to the south of the main entrance and a return within the parking deck at street level exit.

Overdue Materials, 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 fees is due on a Library card.

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

Holds and Renewals

Holds may not be placed on South Branch materials. You may not renew materials at the South Branch.

Loan Periods and Late Fees

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	2 weeks	\$.10 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
Books on CD	3 weeks	\$.20 per day
Compact discs	2 weeks	\$.20 per day
Puppet Collection (limit one per family)	1 week	\$.20 per day
Interlibrary Loan†	varies	\$1.00 per day

Residents and reciprocal borrowers are allowed to check out six items on each visit to the South Branch which includes a limit of two audiovisual items (DVD or CD) and one puppet per check out.

†Mount Prospect Public Library cardholders are able to check out new fiction DVDs and inter-library loan materials.

South Branch Hours

Monday	8:30 a.m. to 7 p.m.
Tuesday	10:30 a.m. to 8 p.m.
Wednesday	10:30 a.m. to 7 p.m.
Thursday	10:30 a.m. to 7 p.m.
Friday	8:30 a.m. to 5 p.m.

- 2nd Friday of the month 8:30 a.m. to noon
- 2nd Saturday of the month 10 a.m. to 2 p.m.

