

APPENDIX 2A – Certain Rules and Restrictions on the Use of Services and Facilities

Individuals who are library cardholders in good standing at public libraries participating in the Illinois statewide reciprocal borrowing program may check out materials from the Palatine Public Library District, subject to the same rules and limitations as Palatine Public Library District cardholders. Additional restrictions on materials are listed in Appendix 2B.

Staff may impose additional limits based upon information regarding school assignments. Staff will evaluate and will impose such limits based upon the number of students to be served, the impact on other patrons' access to the portion of the collection affected, and other relevant factors.

Only Palatine Public Library District cardholders with valid Library cards may place hold requests (reserves) on library materials or receive interlibrary loan service. A valid card is defined as a library card which is not expired and which has less than \$5.00 in outstanding fines and fees.

Because of popular demand, registration for some programs including the Summer and Winter Reading Programs are limited to Palatine Public Library District cardholders with valid cards.

Use of some computer stations is limited to Palatine Public Library District cardholders with valid cards. (See Appendix 10A)

Additional rules and restrictions on the use of services and facilities by individuals who are not Palatine Public Library District cardholders may be established by staff, subject to the approval of the Executive Director.

(Appendix referenced in Policies 2, 3, and 8. Approved by PPLD Board of Trustees 10-11-06, Last Revised 6-13-18, Effective 7-1-18)