

Your Library Card

Getting a card, renewing materials, placing holds, etc.

Who can get a card

The Brighton Memorial Library is supported through Village of Brighton property taxes. All Village residents are eligible to obtain library cards for no additional fee. Library cards are valid for three years from the date issued and entitle the holder to all library services, including interlibrary loan, and may be used at any member library of the Illinois Heartland Library System.

Non-residence fees

People living outside the city limits of the Village Brighton may pay a non-resident fee, currently \$55.00 annually. This fee entitles any family member living at the same address to obtain a library card. These cards may be used at Brighton Memorial Library or at any member library of the Illinois Heartland Library System. Non-residents owning property within the Southwestern School District are eligible for a library card. These cards are valid at any IHLS member library. For a list of libraries and their phone numbers, visit:

<https://www.librarylearning.info/libraries/system.aspx?LibSys=IHLS>

How to Get Your Card

To obtain a library card, you must come in to the library. Anyone under 18 is considered a juvenile and a parent or guardian's signature is required. Adults are required to bring a photo i.d. with his/her current address on it; if the address has changed, then a current piece of mail is needed as well.

Borrowing Limits

Maximum of twenty (20) items may be checked out on one library card with the following limits:

- 5 Books
- 5 Magazines
- 5 Audiobooks
- 5 DVD/Blu-Ray
- 5 Music Cd's

Placing Holds

The easiest way to place holds in the Illinois Heartland Library System online catalog is to login to your account first. You will need to know two things: **your barcode**, and **your pin number**. If you are unsure of your pin number or don't know if you have one, please call 618-372-8450

Once you have logged in, you can search the catalog and find the item you desire. Next, click on "place request." You will need to choose a pick-up location and a not-wanted-after date, if you have a specific time frame in which it is needed. You should receive a message that states "Your request for ... was successful."

Renewing Your Borrowed Items

When you log in to your account, you will have the option of renewing your items. You can choose to renew all items or selected items. If there is a "hold" against any item--meaning someone else is waiting for it--you will not be able to renew it.

All Brighton Memorial Library items have two renewals; however, some loaning libraries do not allow renewals. If this is the case, or if you have tried to renew and have been unable to, please contact us 618-372-8450. If the item has reached its renewal limit, we can call the lending library to ask if we can override and renew again.

Library Fines

\$.10 per day, per item, will be charged on overdue material after a one-day grace period. All fines must be under \$3.00 before a patron may check out items and use patron computers.

If the cumulative fine for a family (those members of a household who can be claimed on the head of household's federal tax return) exceeds \$10.00, none of the family members will be allowed to check out items or use the patron computers.

The Brighton Memorial Library will accept donations as replacement of lost or damaged items if the replacement is the same title, same version, and new or nearly new. For example, the library will not accept a paperback book as replacement for a lost hardback book

Once the cost of a patron's fine reaches the replacement cost of the item, the fine will be the value of the item.