

Library Card Policy

THE BOARD OF LIBRARY TRUSTEES OF THE RIVER EAST PUBLIC LIBRARY DISTRICT MCHENRY COUNTY, ILLINOIS

LIBRARY CARD POLICIES

I. LIBRARY CARD POLICIES

A. Resident Cards

Residents of River East Public Library District with their permanent residence within the legal boundaries of Residents of River East Public Library District are eligible to receive library cards from the River East Public Library District. A library card will be issued after the resident has completed the application and presented the proper identification to prove residency. A valid photo I.D. and two acceptable items with current River East Public Library District address are needed. If photo I.D. shows current River East Public Library District address, only one additional acceptable item with current River East Public Library District address, such as a current utility bill is needed. A parent or guardian must have an River East Public Library District card and must be present and sign for the library card of a minor who is under 18 years of age. Resident cards are valid for 2 years. The library card is the property of the River East Public Library District.

Acceptable photo I.D: 1 item required

Acceptable proof of address in River East Public Library District.

2 items required. Name needs to match that on the photo I.D.

Drivers License Current utility bill

State I.D. Lease

Passport

Bill of sale/contract for home

Student I.D. Checkbook from a local bank

Military I.D. Mail with recent postmark

Other photo I.D. issued by an government agency

Automobile registration

*If photo I.D. has the patron's current River East Public Library District address, it may also serve as one item to prove address.

B. River East Public Library District Property Owners Cards

A non-resident who is an individual or is a partner, principal stockholder, or other joint owner who owns taxable property in The River East Public Library District is eligible to receive a River East Public Library District card. A River East Public Library District property owner must present a copy of their most recent real estate tax bill for the taxable property and fill out a property owner taxpayer

application. Property owner cards are valid for 1 year. Only one card will be issued to a property owner and the library card is the property of the River East Public Library District.

C. Non Resident Cards

A non-resident is defined as a property owner or renter who resides in an area that is not taxed for public library service. A non-resident can purchase a River East Public Library District card and will be charged a fee that is determined by state formula. A non-resident must present their most recent original tax bill upon application for a non-resident card and the property owner or renter will pay the same amount for library card as would be paid if the property were within the River East Public Library District service area. Non-resident library cards are valid for 1 year from date of purchase. Non-residents must purchase their non-resident library cards at the public library that closet to their address.

D. Temporary Residency Cards

A temporary resident, living at a hotel or residence for a minimum of 60 consecutive days will be issued a temporary River East Public Library District card with an appropriate expiration date. Proof of residency must be provided with a contract from the hotel or host signing a responsibility statement. Proof of local and permanent address will be required.

E. Institution Cards

Institution cards are intended to support the information needs of the institution and its goals, not for the personal use of members or employees. One card may be issued for one year to an institution such as a school, preschool, day-care center, park district or other governmental body. A library card will be issued after the institution fills out necessary paperwork and designates which persons from the institution will be allowed to use library card. The library card will be kept at the library at all times. The institution is responsible for all fees incurred. All institution cards will be renewed on an annual basis.

H. Reciprocal Borrowers

River East Public Library District will extend RECIPROCAL BORROWING PRIVILEGES to patrons of any library that extends privileges to cardholders of River East Public Library District. Individuals presenting a valid card from another public library in Illinois may borrow items from the River East Public Library District, provided that their privileges in their home library are not suspended for any reason. Privileges will be granted until expiration date of library card at home library. Items checked out from River East Public Library District are the responsibility of the borrower and are subject to all the fines, rules and regulations of the River East Public Library District.

II. LIBRARY CARD USE POLICIES

The River East Public Library District may refuse use of an River East Public Library District card to anyone except the individual to whom the card has been issued. Minors under the age of 18 will be allowed to checkout any item the library offers. River East Public Library District cardholders must present River East Public Library District library card when checking out items. In the event that cardholder does not have River East Public Library District library card they will be required to show a driver's license or other type of government photo I.D Reciprocal Borrowers must present their library card when checking out items. No exceptions will be made. Quantity and new material restrictions may apply to some items.

Cardholders are responsible for any items checked out on their library card, including replacement costs for damaged or lost items. A lost or stolen library card must be reported to the library immediately to prevent unauthorized use. The patron is responsible for all items checked out on a lost, stolen, or loaned card, along with any fines, fees, or damages incurred, until the library has been notified of the loss. Replacement library card fee is \$5.00. A valid photo I.D. and one acceptable item with current River East Public Library District address are needed to renew a River East Public Library District card. Library cards with lost, missing or damaged items must be resolved before a new or renewed card will be issued.

Suspension of Privileges will occur if the patron has:

Unpaid overdue fines total \$10.00 or more, to use computers, the card must be free of fines.

Delinquency of items of more than 21 days

Violation of library policy

Defacing of property

The library reserves the right to enforce its policies through criminal prosecution and civil actions.

Effective Date: July, 2010

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Review: 9/2019