

# *Warren-Newport Public Library District*

*Lake County, Illinois*

## **Board of Trustees**

### ***Policy 3013***

#### ***Library Card***

Adopted: November 12, 1991

Reviewed/Revised: July 12, 1994; August 8, 1995; July 9, 2002; June 17, 2008; March 20, 2012; September 17, 2013; May 20, 2014; April 18, 2017; February 20, 2018; December 18, 2018; January 18, 2022; July 18, 2023; October 15, 2024

#### **ARTICLE 1. STATEMENT OF PHILOSOPHY**

All residents of the Warren-Newport Public Library District (WNPLD) are encouraged to apply for a library card so that they may avail themselves of the variety of materials, services, and programs offered by the Library. Library cards will be provided as expediently as possible to facilitate participation in library services.

#### **ARTICLE 2. ELIGIBILITY**

##### **Section 2.01 Residence**

Any person residing in WNPLD will be eligible to receive a library card.

##### **Section 2.02 Property Ownership or Business Affiliation**

Any person who, as an individual or as a partner, principal stockholder, or other joint owner, owns or leases property that is taxed for library service or is a senior administrative officer of a firm, business, or other corporation owning taxable property within the District, is eligible to receive a library card upon presentation of the most recent tax bill or a copy of the commercial lease of that taxable property. [75 ILCS 16/30-55.60(3)] The library card shall accord the nonresident property owner cardholder all the services the issuing public library provides its residents, including reciprocal borrowing privileges.

##### **Section 2.03 District Schools**

The Library will offer each school in the service district a building-level library card, which can be used to check out materials. See Policy 3040 Services to Schools for more detail.

##### **Section 2.04 Ownership of Card**

A library card is issued to a specific person and is not transferable. The person to whom a card is issued is responsible for all use made of the card until it is reported lost or stolen. A library card remains the property of WNPLD.

## **ARTICLE 3. PROOF OF IDENTITY AND RESIDENCY**

### **Section 3.01 Acceptable Proof of Identity and Residency**

A picture ID and recent proof of residency in the District are required for library card applicants. If the picture ID used does not verify the patron's recent (within ninety (90) days) Library District residence, a second document verifying current residency must be provided. Digital versions are acceptable.

Acceptable forms of photo identification include, but are not limited to:

- Valid Illinois state ID, driver's license, or learner's permit
- School ID
- Passport
- Military ID
- Consulate ID

Acceptable forms of address verification include, but are not limited to:

- Valid Illinois state ID, driver's license, or learner's permit
- Bank Statement
- Current Lease / Mortgage
- Property Tax or Utility Bill
- Cancelled mail with current postmark
- Auto Registration
- Voter's Registration Card
- Fishing License
- FOID card

### **Section 3.02 Residency of Children**

A district resident under the age of sixteen (16) years must be accompanied by a parent or legal guardian when applying for a library card. The address of the parent/guardian having primary custody will be used to determine a child's residency.

## **ARTICLE 4. REGISTRATION THROUGH DISTRICT SCHOOLS**

If proxy registration is offered by a District School, K-12 students enrolled in District Schools whose parents are District residents may also apply for a library card through their respective school. In these cases, the proof of residency provided to be enrolled in the District School shall be used to determine residency in the Library District.

## **ARTICLE 5. NON-RESIDENT LIBRARY CARDS**

### **Section 5.01 Non-resident Status**

A non-resident is defined as any person residing outside of an area served by a public library in the State of Illinois.

### **Section 5.02 Non-resident Cards**

A non-resident who wishes to use a public library must apply for and pay for a non-resident library card at the public library that is closest to their residence *and* that serves residents of the high school district in which the non-resident has their principal residence. The Warren Newport Public

Library may not be the closest public library to any non-resident. Therefore, non-resident library cards are not issued by WNPLD.

### **Section 5.03 Cooperative Computer Services (CCS) Member Cardholders**

CCS member cardholders are not required to register their library card to use library services. However, some materials:

- are limited to WNPL cardholders only;
- have item limits;
- have reduced loan periods;
- are not available for renewal;
- are limited to in-library use only; or
- are only available to patrons 18 years and older.

### **Section 5.04 Other Illinois Library Cards**

WNPLD honors all valid library cards issued by any other public library in Illinois, pending verification by the home library that the card is current and in good standing. A picture ID and recent (within 90 days) proof of residency will be required for the registration of library cards issued by other Illinois public libraries.

## **ARTICLE 6. TEMPORARY LIBRARY CARDS**

### **Section 6.01 Term of Residency**

Temporary cards are issued to patrons who will be residing in the District more than one (1) month but less than one (1) year.

### **Section 6.02 Identification and Proof of Residency**

A picture ID and proof of residency in the District will be required for temporary card applicants. Acceptable proof of residency includes the following:

- a lease or rental agreement,
- a motel/hotel agreement of no less than thirty (30) days, or
- cancelled mail.

## **ARTICLE 7. LIMITED USE CARDS**

WNPLD issues limited use cards to provide library service for people regardless of income or housing status. They are issued to those who cannot provide a picture ID or proof of residency at the time of application. Limited use cards allow residents to check out up to five (5) print items at a time and provide off-site access to online resources. These cards have an expiration date of ninety (90) days and are renewed on a case-by-case basis.

## **ARTICLE 8. LIBRARY CARDS FOR STAFF**

Staff members not residing in WNPLD will be issued a WNPLD card. When an employee leaves the Library, their staff designation will be removed or the card will be revoked if they do not live in the Library's service area.

## **ARTICLE 9. USE OF LIBRARY CARD**

### **Section 9.01           Presentation of the Library Card**

A physical library card, digital library card, or photo ID should be presented each time a patron wishes to check out materials or request account information at the Welcome Desk. Requests for patron account information will be provided over the phone as long as the individual provides their library card barcode number.

### **Section 9.02           Absence of the Library Card**

A patron who has been issued a library card may check materials out without that library card upon presentation of a valid picture ID. See Section 3.01 of this policy. A student under the age of sixteen (16) years who verifies information in our database may use a school ID with a photo in lieu of a State ID. A patron may check out materials at self-checkout terminals by providing their library barcode number in combination with a personal identification number (PIN).

## **ARTICLE 10. LOST OR STOLEN LIBRARY CARD**

WNPL recognizes that library cards may be lost or stolen and could be misused. To avoid misuse, a lost or stolen library card should be reported to WNPL as soon as possible. Replacement cards will be issued at no charge.

---