

# ***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

#### **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 taxable property 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. Only one library card will be issued for each parcel of taxable property. [75 ILCS 5/4-7(12) and 75 ILCS 16/30-55.60(3)] The Library card shall accord the non-resident 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.

##### **Section 2.05 Obligations to Former Libraries**

Any person moving into WNPLD from another library district and applying for a WNPLD card will be required to meet any obligations he or she may have with his or her former library before a WNPLD card will be issued.

## **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 will be required for library card applicants. . If the picture ID used does not verify the patron's recent (within 90 days) Library District residence, a second document verifying current residency must be provided. Acceptable proof of identity and residency includes:

- Driver's license
- State ID
- Passport
- U.S. military ID card
- FOID card
- Matricula consular card
- Cancelled mail with current postmark
- Credit Card Bill (Visa, MC, Amex, Discover, etc.)
- Current Home Insurance Papers/Auto Insurance Cards
- Bank Statement
- Banking checks
- Real estate tax bill from Lake County, Illinois or Current Monthly Mortgage Statement or Coupon
- Lease
- Current utility bill
- Illinois Motor Vehicle Registration

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

A district resident under the age of 18 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. In the case of joint custody with both addresses being in the district, the parents/guardians must choose only one address for the library card.

## **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 his or her residence **and** that serves residents of the high school district in which the non-resident has his or her principal residence. The

Warren-Newport Public Library is not the closest public library to any non-resident. Therefore, non-resident library cards are not issued by WNPLD.

## **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 month but less than one 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.

### **Section 6.03 Expiration**

An appropriate expiration date will be entered in the database.

## **ARTICLE 7. OTHER ILLINOIS LIBRARY CARDS**

### **Section 7.01 Verification**

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.

### **Section 7.02 Identification**

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 8. LIBRARY CARDS FOR STAFF**

Staff members not residing in WNPLD will be issued a WNPLD card.

## **ARTICLE 9. RE-REGISTRATION OF LIBRARY CARDS**

### **Section 9.01 Expiration**

A library card expires three (3) years after it is issued and may be renewed one (1) month prior to expiration.

### **Section 9.02 Identification**

Any patron re-registering a library card shall provide a picture ID and recent (within 90 days) proof of residency in the Library District. See Section 3.01 of this policy. A parent may re-register a minor child without the child being present.

## **ARTICLE 10. USE OF LIBRARY CARD**

### **Section 10.01           Presentation of the Library Card**

A library card should be presented each time a patron wishes to check out materials or request account information at the checkout desk. Requests for patron account information will be provided over the phone as long as the individual provides his/her library card barcode number.

### **Section 10.02           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 eighteen (18) years who verifies information in our database may use a school ID with a photo in lieu of a State ID.

## **ARTICLE 11. REPLACEMENT OF LIBRARY CARDS**

Patrons are responsible for having cards replaced by WNPLD when the cards are lost, damaged beyond use, or stolen. A replacement fee will be charged. See Policy 3023 Fines and Fees.

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