

I. PURPOSE

The Warrenville Public Library District extends borrowing privileges and access to a variety of services and programs to Library cardholders. This policy outlines the types of Library cards issued and honored by the Library. It also explains eligibility and registration requirements, cardholder responsibilities and borrower restrictions.

II. WARRENVILLE PUBLIC LIBRARY DISTRICT CARDS

A. Resident Card (valid for 3 years)

Residents of the Warrenville Public Library District are eligible to receive library cards. No fee is charged for a resident card. An individual with a resident card is considered a Warrenville Public Library District member.

A resident of the Warrenville Public Library District can apply for a Library card in person at the Member Services Desk. Adults must present current proof of residency in WPLD and complete a library card application form. Applicants under 18 must have a parent or legal guardian sign the application form and present proof of WPLD residency.

Accepted Forms of Proof of Residency:

1. State Issued Photo I.D. or Driver's License with current street address
- OR –
2. Photo I.D. AND postmarked mail, bill or other identification with current street address.

Change of address forms and post office box mailing addresses are not acceptable as proof of residence.

Residents may complete the online library card application form on the Library's website. The applicant will be notified by eMail when his or her card is ready. The applicant must pick up the card from the Member Services Desk. Proof of residency (as outlined above) must be presented before the card is given to the applicant.

Resident cards are automatically renewed after address verification.

B. Non-resident Taxpayer or Tenant Card (valid for up to 1 year)

A non-resident who as an individual or as a partner, principal stockholder, or other joint owner owns or leases taxable property or is a senior administrative officer of a firm, business, or other corporation owning or

leasing taxable property in the WPLD may register for a library card. No fee is charged for a non-resident taxpayer card.

Non-resident taxpayers or tenants seeking resident borrower privileges without payment of the standard non-resident fee must apply in person.

- Non-resident Taxpayer property owners must present a copy of their most recent real estate tax bill and photo I.D., then complete a library card application form. A non-resident Taxpayer property owner card will be valid for 1 year from registration date.
- Non-resident Taxpayer tenants must present a copy of their most recent lease and photo I.D., then complete a library card application form. A non-resident Taxpayer tenant card will be valid for one year from registration date or through the end of the lease, whichever comes first.

If the applicant's name is not on the tax bill or lease, the applicant must present official documentation that identifies the applicant as a partner, principal stockholder, joint owner or senior administration officer of the firm, business or other corporation owning or leasing the taxable property.

C. Non-resident Card (valid for 1 year)

A non-resident who owns property outside of the Warrenville Public Library District that is located within the boundaries of Community Unit School District 200's Wheaton Warrenville South High School attendance area may obtain a Library card for each person in a household by paying an annual fee. A library card application form must be completed. Non-residents must apply in person.

For property owners the annual fee will be calculated as follows:

$$\left[\begin{array}{c} \text{Assessed} \\ \text{Value} \end{array} - \begin{array}{c} \text{Homestead} \\ \text{Exemption} \end{array} \right] \times \begin{array}{c} \text{Current} \\ \text{Library Tax} \\ \text{Rate} \end{array} = \begin{array}{c} \text{Annual} \\ \text{Fee} \end{array}$$

Using this "tax bill method," the property owner will pay the same amount as would be paid if the property was located in the Library District.

To apply for a Library card, non-residents who own property outside of the Library District must present a copy of the most recent tax bill. This bill will be used to determine the assessed valuation of the property and the homestead exemption. Owners of brand new homes or owners who do not have a copy of the most recent tax bill should contact their township assessor's office and request a copy of an assessment notice or an assessment advice, which gives the assessed valuation.

A non-resident who rents and resides in a property outside of the Warrenville Public Library District will pay an annual fee equal to 15% of

their monthly rent. Non-resident renters must present a current lease or rent receipt at the time of application.

III. CARDS FROM OTHER LIBRARIES (Reciprocal Borrowing)

The Warrenville Public Library District participates in the Reciprocal Borrowing Program operated under the auspices of the Library Systems and the Illinois State Library.

A reciprocal borrower must present his or her photo I.D. and the library card issued by the borrower's home library, then complete a library card application form to register at WPLD. WPLD staff will call the home library to confirm the card's expiration date and to confirm that the borrower is in good standing. The reciprocal borrower will use the home library card to access WPLD materials and services. A WPLD card will not be issued.

Reciprocal Borrowers have the same borrowing privileges as WPLD members, but may not

- Borrow Mobile Devices, Science Kits
- Borrow Interlibrary Loan materials
- Place requests for materials
- Place requests for new purchases

Access to online databases may be limited to WPLD cardholders. The Library reserves the right to limit other resources, programs and services.

Reciprocal borrower cards are valid for one year from the registration date or expiration date at home library, whichever comes first.

The WPLD shall abide by the Rules and Procedures as set forth by the Resource Sharing Policy approved by the Library System.

IV. CARD HOLDER RESPONSIBILITIES

A library card is issued to an individual and is not transferable. All borrowers are responsible for all materials checked out on the card, including those resulting from the use of a lost or stolen card. A borrower's responsibility is not over until the material is returned complete and in good condition. Lost or stolen library cards must be reported to the Member Services Desk immediately.

- A. The Library assumes no liability whatsoever for damages that could result from the use of library materials.
- B. Library cards are the property of the WPLD and may be restricted or revoked at any time. Library cards are automatically invalid when a member moves from the WPLD.

- C. Any material circulated by WPLD may be borrowed without regard to age. Parents or guardians are responsible for their minor children's use of library material, including payment of any fees or charges incurred by their children.
- D. A card is considered valid and in good standing if it does not have any restrictions and is not lost or expired.

V. REPLACEMENT LIBRARY CARDS

In the event that a library card is damaged or reported lost, a replacement card will be issued upon presentation of current photo I.D. and a payment of \$1.00. The original library card will be invalidated. The fee will be waived if the card is expired or within three months of its expiration date.

VI. BORROWING RESTRICTIONS

Library staff may deny borrowing privileges to individuals without a valid library card or photo identification, or cardholders with:

- Items 14 days or more overdue
- An account balance of \$10 or more
- Any unpaid lost or damaged items
- An outstanding balance in debt collection

Restrictions on reciprocal borrowers are outlined in section III above.

Policy Revision Log

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