

LIBRARY CARD POLICIES

A. RESIDENT CARDS

Residents of corporate Itasca with their permanent residence within the legal boundaries of the Village of Itasca are eligible to receive library cards from the Itasca Community Library (ICL). 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 Itasca address are needed. If photo I.D. shows current Itasca address, only one additional acceptable item with current Itasca address, such as a current utility bill is needed. A parent or guardian must have an ICL 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 3 years. The library card is the property of the ICL.

Acceptable photo I.D. 1 item required	Acceptable proof of address in Itasca, Illinois. 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 Itasca address, it may also serve as one item to prove address.

B. ITASCA PROPERTY OWNER CARDS

A non-resident who is an individual or is a partner, principal stockholder, or other joint owner who owns taxable property in corporate Itasca is eligible to receive an ICL card. An Itasca 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 ICL.

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 an ICL 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 ICL 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 is within their high school district.

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 ICL 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 school cards will be supervised by the Youth Department and all other institutions will be supervised by the Adult Services Department. All institution cards will be renewed on an annual basis.

F. BUSINESS CARDS

Business cards are intended to support a business with its information needs, not for personal use of employees. One library card per business will be issued to the business for one year. The Owner or Chief Executive Officer of the business will need to present a letter on organizational letterhead requesting a business card, sign a Business Library Card Contract and designate who the authorized users will be. The business library cards will be kept at the library and will be supervised by the Adult Services Department. The business will be responsible for all fines and fees incurred.

G. STAFF LIBRARY CARDS

Employees of the ICL will be issued a courtesy ICL card upon employment. This library card is to be used for local use only. It cannot be used for reciprocal borrowing purposes at any time. Employees who do not live in the Village of Itasca will not be allowed to check out new items or items that have holds on them.

H. RECIPROCAL BORROWERS

ICL will extend RECIPROCAL BORROWING PRIVILEGES to patrons of any library that extends privileges to cardholders of ICL. Individuals presenting a valid card from another public library in Illinois may borrow items from the ICL, provided that their privileges in their home library are not suspended for any reason. Privileges will be

granted for one year or until expiration date of library card at home library, whichever is sooner. Items checked out from ICL are the responsibility of the borrower and are subject to all the fines, rules and regulations of the ICL. No new items can be checked out by a reciprocal borrower.

II. LIBRARY CARD USE POLICIES

The ICL may refuse use of an ICL 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.

ICL cardholders must present ICL library card when checking out items. In the event that cardholder does not have ICL library card they will be required to show a driver's license or other type of government photo I.D. Minors will be asked what their address, phone number and caregiver name is.

Reciprocal Borrowers must present their library card when checking out items. No exceptions will be made.

Quantity restrictions may apply to some items.

Cardholders are responsible for any items checked out on their library card, including replacement costs and processing fees 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 \$3.00.

A valid photo I.D. and one acceptable item with current Itasca address are needed to renew an ICL 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 \$5.00 or more

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.

An ICL cardholder in good standing may use his or her ICL card at other libraries to borrow items but are subject to the lending rules and policies of the other libraries. This is called **RECIPROCAL BORROWING**.