

**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** (Never expires)

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

A resident of the WPLD can apply for a Library card in person at the Member Services Desk. Adults must present current proof of residency in the 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.

Resident cards never expire unless the member moves outside of the WPLD or the card is inactive for a period of at least three years.

**B. Digital Library Card** (valid for 90 days)

Residents of the WPLD are also eligible to register online for a digital library account on the Library's website.

Online registrants must be at least 13 years old to register online for a digital access account.

The registrant will receive an email confirmation with a temporary library barcode number for immediate access to the Library's online resources and databases.

To upgrade a digital library card to a full privilege Resident Card, the online user must visit the Member Services Desk and present proof of residency (as outlined above). A physical WPLD Library card will be issued after verification of residency.

**C. New Resident Card** (Valid for 90 days)

Library staff will identify new residents of the WPLD using Reference USA Database. A digital access account will be created each month for each new resident who recently moved within the boundaries of the WPLD. Library staff will register and mail a physical WPLD library card to new residents with promotional material and information for upgrading their physical cards to full privilege Resident Cards.

This is a trial promotional program starting in Fall 2021 to increase WPLD registrations and raise awareness of the library and its services. After a 6 month trial period, the Library will determine if the program is successful at reaching new residents and increasing library cardholders. At that point a decision will be made to continue or cancel the program.

**D. 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.

**E. Non-resident Card** (valid for 1 year)

A non-resident whose principal residence is not within a public library service area, but who owns property outside of the WPLD 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:

Net Taxable Value x Current Library Tax Rate = Annual Fee

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 WPLD must present a copy of the most recent tax bill. This bill will be used to determine the Net Taxable Value of the property. 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 WPLD 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.

New and renewing non-residents must contact the Library's Member Services Manager to set up an in-person appointment to register for a non-resident card.

**F. Cards for Kids Non-resident Card** (valid for up to 1 year)

Enacted via legislation in Illinois P.A. 101-632, Cards for Kids enables the library to provide no fee library cards to K-12 students who:

- (a) Live in an area not served by a public library,
- (b) Live within the attendance boundaries of Wheaton Warrenville South High School and

- (c) Are eligible to receive free or reduced price lunches under the National School Lunch program as determined by the Income Eligibility Guidelines established by the U.S. Department of Agriculture.

This provision extends only to qualified students, not to other residents in a household.

Non-residents who qualify for a card under "Cards for Kids" legislation should contact the Member Services Manager for more information and must apply in person. At the time of application, the applicant (or applicant's parent or guardian if applicant is under 18 years old) must present the following documentation:

- Photo I.D.
- Proof of current address (Photo I.D., postmarked mail)
- Documentation from applicant's school or school district indicating eligibility for free or reduced priced lunches.

Cards for Kids Non-resident Cards shall carry the same access and privileges as a resident card.

Cards are valid for the school year of eligibility and the following summer. Cards will expire on the last day of August. Cards may be renewed each successive school year upon presentation of the eligibility documentation outlined above.

For more information, see proposed Administrative Rule Section 3050.75 in 2020 Illinois Register, Vol. 44, Issue 48, p. 18666.

### **III. CARDS FROM RECIPROCAL LIBRARIES**

The WPLD participates in the statewide Reciprocal Borrowing Program. This program enables individuals with library cards from any full system member library within Illinois public libraries to borrow materials from other participating in-state libraries.

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

- Borrow take home Mobile Devices, Science Kits, Discovery Packs.
- Place requests for Interlibrary Loan materials from non-SWAN libraries
- Place requests for new purchases
- Access most online and digital resources

SWAN lending policies may further limit holds and checkouts for reciprocal borrowers.

The Library reserves the right to limit other resources, programs and services.

WPLD shall abide by the resource sharing policies approved by SWAN, RAILS and the Illinois State Library.

A. **CARDS FROM SWAN LIBRARIES** (expiration set by cardholder's home library)

The WPLD is a member of the SWAN (System-Wide Automated Network) consortium. Members of other SWAN libraries are automatically granted reciprocal borrower status at the WPLD.

SWAN borrower card policies are set by each participating SWAN library.

SWAN borrower cards are valid until the expiration date at the home library.

B. **CARDS FROM NON-SWAN PUBLIC LIBRARIES** (valid for up to 1 year)

A non-SWAN 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 non-SWAN borrower will use the home library card to access WPLD materials and services. A WPLD card will not be issued.

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

#### IV. **CARD HOLDER RESPONSIBILITIES**

A library card is issued to an individual and is not transferable. A borrower is 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 remains in place until the material is returned complete and in good condition. Lost or stolen library cards must be reported to the Member Services Desk immediately. The reported card will be invalidated and a new library card will be issued at no charge.

- 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 invalidated 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 borrowing restrictions (see Section VI below) 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 proof of residency as outlined in Section II. A. The previous library card will be invalidated. There is no charge for a replacement library card.

## **VI. BORROWING RESTRICTIONS**

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

- Items 21 days or more overdue
- An account balance of \$10 or more
- Any unpaid lost or damaged items
- An outstanding balance in debt collection

Restrictions for reciprocal borrowers are outlined in Section III above.

### Policy Revision Log

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