

## WEST CHICAGO PUBLIC LIBRARY DISTRICT

### LIBRARY CARD AND CIRCULATION

#### **POLICY**

It is the intent of the Library to make its collections as freely available as possible to patrons while still carrying out its responsibility to safeguard them for future use. [75 ILCS 16/30-55.70] The West Chicago Public Library District (WCPLD) affirms the “Freedom to Read Statement” and the Freedom to View Statement.”

Library cards are issued without charge for a period of three (3) years to all residents or individual property taxpayers of the WCPLD. Businesses located in incorporated West Chicago are eligible for a business library card for a period of three (3) years. Non-residents of the Library District will be issued library cards upon payment of a yearly fee. A valid non-resident library card shall afford the non-resident library cardholder all the services the issuing public library provides to its residents including reciprocal borrowing privileges. All cardholder information, including titles of items checked out or on reserve, is confidential and will only be released to the persons named on the card or to the person who assumed responsibility for the minor.

#### **Library Card Use**

An individual must be registered as a cardholder in order to borrow materials. Cards are issued to individuals and are not to be used by another family member or person. Cards may not be honored, and can be confiscated, if found to be used by someone other than the person named on the card. The cardholder is responsible for all charges incurred through use of their library card.

Cardholders may borrow materials using a current photo I.D. instead of their library card. Parents or guardians must notify the Circulation Services Department if they wish to restrict this privilege for their child.

#### **Suspension of Privileges**

The Library will suspend borrowing privileges for the following reasons:

1. Unpaid fees for lost or damaged materials totaling \$10 or more on one card.
2. Delinquency of books for more than 42 days.
3. Excessive fines or fees (more than \$20) at another library.
4. Violation of library policy.
5. Defacing of library property.

The Library reserves the right to enforce its policies through collection agencies.

## **PROCEDURES**

### **Library Card Registration**

Library registration requires completion of an application form and verification of address.

There is no age requirement for a library card.

- Adults (age 18 and over) must register in person and provide proof of residency within the Library District.
- Children (under the age of 18) receive library cards when registered in person by a parent or guardian who provides proof of residency within the Library District.
- The parent or guardian assumes responsibility for all charges incurred through use of their child's card, as well as the content of material the child checks out.

### **Documents Considered Proof of Residency**

Two pieces of identification imprinted with the individual's name and current street address to verify residency, as well as one piece of identification with the individual's name and photo to verify identity. All documents used as identification must contain the individual's name.

Examples of acceptable identification proving residency (2 such documents from this list)

Driver's license or state ID

Consulate ID

Current property tax bill

Mortgage or lease documents

Certificate of Occupancy from the City of West Chicago

Current month utility bill (telephone, gas, electric, water, waste disposal)

Current month credit card, insurance, cable television or medical billing statement

Current bank statement, personal check, or pay check showing name and address

Examples of acceptable identification proving identity (1 such document from this list)

Driver's license or state ID

Military ID

Consulate ID

Passport

Naturalization Certificate

### **Business Library Cards**

A business library card is available without charge to any business within the West Chicago Public Library District. An application for a business card must be completed by an authorized agent of the business presenting current documentation and identification. Business library cards are valid for a period of three (3) years. Only one library card is issued per business and up to three employees may be authorized for services and materials. The business is responsible for any overdue materials or charges that accrue on the account.

### **Non-Resident Cards (Out of District)**

Non-residents who live outside of the library district may purchase library cards using the tax-formula method. The library rate or equivalent, including all special levies, is applied to the non-resident property owner's principal residence's assessed valuation on an individual case-by-case basis. The property owner will pay the same amount as would be paid if the property were in the library district. The non-resident

shall provide to the public library the most recent property tax bill. The formula is the net taxable value times the current Library tax rate. [75 ILCS 5/4-7(12) and 75 ILCS 16/30-55.60]

Non-resident renters shall be charged 15 percent (15%) of the monthly rent as the annual non-resident fee. The renter shall provide to the public library a current rent receipt or a cancelled rent check for verification purposes.

### **Non-Resident Taxpayers Cards**

Library cards are available without charge for a period of three (3) years to all persons who own property within the boundaries of the West Chicago Public Library District, but do not reside within the same boundaries. Those eligible include any partner, principal stockholder, joint owner, or senior administration officer of the owner or tenant. Based on the provisions of Illinois State law (75 ILCS 16/30-55.60), non-resident taxpayers must present their most current property tax statement along with an ID at the time of their request.

### **Renewal of Library Cards**

West Chicago Public Library cards are automatically renewed every three years for cardholders living within the Library District.

Non-resident patrons must renew their library card annually and shall present either the most recent property tax bill, a current rent receipt or cancelled rent check, or a rental lease agreement/contract at the time of renewal for verification purposes.

### **Replacement Cards**

Lost or stolen library cards must be reported to the Circulation Services Department immediately. Presentation of a photo I.D with current address are required for each replacement. Children under age 18 must be accompanied by a parent or guardian with a photo ID with current address.

### **Reciprocal Borrowing**

Reciprocal borrowers must present an unexpired library card issued by their local public library as well as a current government issued photo id with a current address. Privileges will be verified with their sponsoring library. Library cards will be honored for one year or less depending on the reciprocal library's expiration date.

### **Loan Periods**

The general loan period is three (3) weeks, with the exception of certain high-demand items or otherwise designated materials. If there is no hold on an item, it may be renewed twice (2 times). Reference books, current issues of magazines, and newspapers must remain in the library.

### **Extended Loans**

It is possible to check out three (3) week items with no holds for a loan of six (6) weeks.

### **Videos/Videogames/Kits**

Videos, Videogames, and kits may be checked out for a period of one (1) week, and may be renewed twice (2 times) if there are no holds on the item(s).

TV Series may be checked out for a period of two (2) weeks, and may be renewed twice (2 times), if there are no holds on the item(s).

### **Renewals**

Materials checked out will be automatically renewed twice (2 times), if there are no holds on the item(s).

### **Holds**

WCPLD card holders may place a hold on most materials held in the System Wide Automated Network (SWAN) consortium. Patrons from other SWAN libraries may place a hold, through their home library, on most WCPLD materials.

### **Hardware Devices**

Hardware devices will be checked out to WCPLD patrons aged 18 or older with a valid West Chicago Public Library District card and less than ten dollars (\$10.00) of fees on their account. WCPLD patrons under 18 years of age may only check out hardware devices from the youth and young adult collections. Unless otherwise noted below, the loan period for hardware devices is three (3) weeks with two (2) renewals, if there are no holds on the item. Only one hardware device may be checked out at one time per cardholder, except for items received from the Business & Libraries Grant. A patron may check out up to three (3) items from the Business & Libraries Grant concurrently.

Reciprocal borrowers may not check out hardware devices.

The e-readers and tablets are pre-loaded with e-books according to genre and may or may not allow patrons to download additional e-books based upon each device's specifications. The patron who checks out an e-reader or tablet is solely responsible for any purchases made on the electronic device while it is checked out to them. The Library is neither liable nor responsible for any personal information that may be compromised during the use of Library equipment. Patron use of an electronic device implies consent and agreement to abide by the terms of the Library's Internet and Electronic Information Network policy.

Library hardware must be returned in-person to a library staff member and the device will be checked upon return for condition and to verify that it is in good working order.

### **Fines**

The West Chicago Public Library District is a fine-free Library. Users checking out materials at WCPLD will not be assessed overdue fines unless otherwise stated in the Circulation Policy. WCPLD users checking out materials at other libraries will be subject to that library's circulation policies including any overdue fines. Patrons will be billed for the replacement cost for any material(s) after 42 days of being overdue.

### **Material Replacement**

Borrowers are responsible for the replacement cost of library materials or devices declared or assumed lost or damaged. The Library will not accept replacement of the actual item. If the materials are found after replacement charges have been paid, there will be no refund of money or issue of credit. Once the Library receives payment for lost or damaged materials, the item becomes the property of the patron.

Cost of the item is determined by its price as listed in the catalog record or a replacement cost provided by the library vendor.

Approved by Board of Library Trustees: June 28, 1998, April 26, 2004, May 23, 2005; September 26, 2005; November 28, 2005; October 22, 2007; May 28, 2008; August 25, 2008; September 26, 2011; October 24, 2011; October 28, 2013; October 27, 2014; August 24, 2015; January 23, 2017; June 25, 2018; April 26, 2021; February 27, 2023



# WEST CHICAGO PUBLIC LIBRARY DISTRICT

## APPLICATION FOR WEST CHICAGO PUBLIC LIBRARY DISTRICT BUSINESS LIBRARY CARD

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The West Chicago Public Library District offers Library cards to businesses owning or renting property located within the Library District. The Business Library card may be issued upon presentation of current documentation (dated within the last year) such as a business license, property tax bill, or utility bill by the owner or manager of the business. Current documentation must show the name and address of the business. The business owner/manager takes responsibility for materials checked out and any charges assessed to the card.

**Business:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: West Chicago Zip Code: \_\_\_\_\_

**Business owner/manager:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip Code \_\_\_\_\_ Gender: \_\_\_ M \_\_\_ F

Phone Number: \_\_\_\_\_

**Authorized Employees:**

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Email: \_\_\_\_\_

Email: \_\_\_\_\_

Name: \_\_\_\_\_

Email: \_\_\_\_\_

**I understand the above named business assumes full responsibility for all materials checked out on this card and any charges assessed to this card. By signing, I agree to comply with all West Chicago Public Library policies and procedures. I will immediately report a lost or stolen card as well as authorized employees who have left the company.**

**I understand the business card is valid for 3 years only. Current business documentation will need to be presented upon renewal.**

**Signature of business owner/manager: \_\_\_\_\_ Date: \_\_\_\_\_**

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**FOR STAFF USE**

Barcode: \_\_\_\_\_ Staff Initials: \_\_\_\_\_ Expiration Date: \_\_\_\_\_