LIBRARY CARDS POLICY (#210)

I. PURPOSE

The Warrenville Public Library District (WPLD) 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

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. To apply, the following is required:

1. Complete a library card application form
2. Provide valid proof of identity and residency:
    - A valid state-issued photo ID or driver's license with current in-district street address
      – OR –
    - A valid government-issued photo ID AND an acceptable document that includes full name and current in-district street address, such as:
        - Recent (within 90 days) utility bill, bank statement, or cancelled check;
        - Deed/title, mortgage, or rental/lease agreement;
        - Official mail from a state, county, city, village or federal unit of government.
3. Minor applicants must have a parent or legal guardian:
    - Sign the application form;
    - Provide valid proof of identity and residency as stated above;
    - Mark on the application whether or not they give permission for their minor to use the Library's public access computers.

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

Resident cards only expire when the member moves outside of the WPLD or the card has been inactive for five or more years.

Additional Authorized Users - Resident cardholders may add additional adult individuals to their account as authorized users. These individuals will be added to the primary account as an authorized user and will have the ability to use the primary cardholder's account to pick up holds and check out items. Authorized individuals must show their photo ID to Library staff in order to use the cardholder's account.

B. Digital Card

Rather than registering for a physical library card in person at the Library, residents of the WPLD may instead register online for a full-privilege digital library account. This digital library card does not come with a physical card but does provide full access to the library's physical and digital collections, as well as the Library's online resources and databases.

When registering online through the SWAN Catalog, registrants will be asked to enter their information to verify their identity and Warrenville address. If successful, registrants will receive an email confirmation with their digital library card number, prompts to create a PIN (required) and the suggestion to add their digital card to the SWAN Libraries app in order to facilitate in-person checkout of physical material.

Parents may also register their minor children for a digital library card following the steps above.

If unsuccessful, registrants should contact the Member Services Desk in person or by phone to resolve any issues.

If a member with a digital library card wishes to receive a physical card for their account, they must visit the Member Services Desk with their ID and digital library card number. The issuance of a physical card may invalidate the digital account.

C. Nonresident Taxpayer Card (valid for up to 1 year)

A nonresident taxpayer may register for a WPLD library card if they, as an individual or as a partner, principal stockholder, or other joint owner, own or lease taxable property in the WPLD. No fee is charged for a nonresident taxpayer card.

Nonresident taxpayers seeking resident borrower privileges without payment of the standard nonresident fee **must apply in person** when first registering for a card:

- Nonresident taxpayer property owners must present a copy of their current real estate tax bill and government-issued photo ID, then complete a library card application form. A nonresident taxpayer

property owner card will be valid for 1 year from registration date. Renewals should be made in person, when possible. Out-of-state owners may be allowed to renew via phone & email at the discretion of Library staff.

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.

D. Warrenville Business/Nonprofit Card (valid for 1 year)

Business/nonprofit library cards are issued to businesses and organizations with a business address in corporate Warrenville. No fee is charged for a business/nonprofit card.

To apply, the owner, director, manager, administrator or chief executive officer of the business or organization must:

- Complete and sign the application for a business/nonprofit library card;
- Present a photo ID and business card or a letter on organizational letterhead; and
- Present a copy of their current business license, lease or real estate tax bill, or other official document that shows the business is current has Warrenville address.

The business or organization owner, director, manager, administrator or chief executive officer is responsible for any fees, damages or loss of materials checked out on the card.

Business/nonprofit library cards are not for personal use, and may only be used for business-related purposes to assist with the running of a business or organization. Only one business/nonprofit library card per business or organization will be issued. Business/nonprofit cards are valid for one year.

E. Teacher Cards (valid for 1 year)

WPLD provides library materials to teachers and authorized school personnel in public, private or parochial schools located within the City of Warrenville or District 200 school boundaries for use in their Pre-K through 12th grade classrooms.

Teacher cards are valid from August 1 – July 31. Principals at participating schools will submit an updated list of authorized teachers and personnel to WPLD annually. To receive their card, those teachers or personnel must then apply at Member Services and provide a valid photo ID.

Schools are responsible for any fees, damages or loss of materials checked out on a teacher's card.

For classroom use only, Teacher cards:

- Are valid for all WPLD collections available to a regular resident library card;
- Are allowed the same number of physical checkouts available to a regular resident library card;
- Are allowed the same number of digital checkouts available to a regular resident library card;
- Have the same loan periods as a regular resident library card;
- Have access to the Library's online databases and learning platforms;
- May participate in reciprocal borrowing from other libraries within SWAN; and
- May not participate in reciprocal borrowing from non-SWAN libraries.

F. Nonresident Card (valid for 1 year)

A nonresident 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. Nonresidents 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. This annual fee may be paid in one lump sum or with quarterly or biannual installments.

To apply for a library card, nonresidents who own property outside of the WPLD must present their government-issued ID with current address and a copy of the current 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 for the assessed valuation of their home.

A nonresident who rents and resides in a property outside of the WPLD will pay an annual fee equal to 15% of their monthly rent. Nonresident renters must present a current lease or rent receipt at the time of application.

New and renewing nonresidents must contact the Library's Member Services Manager to set up an in-person appointment to register or renew a nonresident card.

G. Juvenile Nonresident Card – Cards for Kids Act (valid for up to 1 year)

Enacted in June 2020, the Cards for Kids Act (Public Act 101-632) enables libraries to waive nonresident card fees for K-12 students who are eligible to receive free or reduced-price lunches. In May 2022, Public Act 102-0843 expanded this by allowing public library boards to adopt policies waiving nonresident fees for *everyone* under the age of 18, regardless of their financial ability to pay for a nonresident card.

Therefore, the WLPD will issue juvenile nonresident cards to all K-12 students and other minors who provide proof that they:

a) Live in an area not served by a public library; and
b) Live within the boundaries of Community Unit School District 200's Wheaton Warrenville South High School attendance area.

This provision extends only to qualified minors, not to other nonresidents in the same household.

Nonresidents who qualify for a juvenile card under the Cards for Kids Act should contact the Member Services Manager for more information and must apply in person. At the time of application, the juvenile applicant's parent or guardian must present the following documentation:

1. Required items as described above in Section II A; and
2. Current tax bill to verify the above requirements of living within SD200 and that no library taxes are paid.

Juvenile nonresident cards shall carry the same access and privileges as a resident card.

Juvenile nonresident cards are valid for the school year of eligibility and the following summer. Cards will expire on July 31. Cards may be renewed each successive school year upon presentation of the eligibility documentation outlined above.

H. Courtesy Cards (valid for 3 months)

Courtesy library cards are available for certain individuals, including:

- Those using Warrenville hotels for an extended stay;
- Patients using the Northwestern Medicine Cancer Center Warrenville and their family or caregivers;
- Exchange students staying with a Warrenville family; or
- Other individuals temporarily residing in Warrenville.

Individuals requesting a Courtesy library card must provide:

- Valid proof of identity and regular permanent address; and
- Valid written proof of their temporary address and start/end dates for the temporary residency, such as a receipt, physician's note, agency letter, etc.

Courtesy cards:

- Are valid for 3 months and are renewable at the discretion of staff;
- Are valid for all WPLD collections available to a regular resident library card;
- Are allowed the same number of physical checkouts available to a regular resident library card;
- Are allowed the same number of digital checkouts available to a regular resident library card;
- Have the same loan periods as a regular resident library card;
- Have access to the Library's online databases and learning platforms;
- May participate in reciprocal borrowing from other libraries within SWAN; and
- May not participate in reciprocal borrowing from non-SWAN libraries.

I. Limited Use Cards (valid for 3 months)

Limited Use library cards are available for individuals that are unhoused or have temporary living situations.

Individuals requesting a Limited Use library card are asked to provide, if possible:

- Valid proof of identity; and
- Address of the nearby shelter or other location where they are staying.

Limited Use cards:

- Are valid for 3 months and are renewable at the discretion of staff;
- Are valid for all WPLD collections available to a regular resident library card;
- Are limited to 5 physical items available for checkout;
- Are allowed the same number of digital checkouts available to a regular resident library card;
- Have the same loan periods as a regular resident library card;
- Have access to the Library's online databases and learning platforms;
- May participate in reciprocal borrowing from other SWAN libraries but are limited to 5 holds;
- May not participate in reciprocal borrowing from non-SWAN libraries.

J. Library Staff Cards

Employees of the WPLD who do not live in the City of Warrenville will be issued a courtesy WPLD card upon employment. It cannot be used for reciprocal borrowing purposes.

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 any items from specialty collections designated for WPLD members only;
- Place requests for Interlibrary Loan materials from non-SWAN libraries;
- Place requests for new purchases; or
- 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)

Adult and minor non-SWAN borrowers may register at WPLD. To register, adults must present their valid government-issued photo ID and the library card issued by the borrower's home library, and then complete a WPLD library card application form. Minors may also register by having their parent or legal guardian present their valid government-issued photo ID and the minor's non-SWAN library card issued by the borrower's home library, and then complete a WPLD library card application form. 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 their 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 or business/organization 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 or the card has been inactive for five or more years.

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 VII 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 the requirements as outlined in Section II. The previous library card will be invalidated. There is no charge for a replacement library card.

VI. SOUVENIR LIBRARY CARDS

Souvenir library cards may be given to non-resident visitors for free upon request. Souvenir library cards are not valid for library use and are solely a courtesy to library card collectors. Requests must be made in person. Cards will not be mailed.

VII. 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 $50 or more;
- Any unpaid lost or damaged items; or

- An outstanding balance in debt collection.

Restrictions for reciprocal borrowers are outlined in Section III above.

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