



## **LIBRARY CARDS**

Policy #210 - Revised & Approved 03/20/24

### **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.

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

Residents of the WPLD are also eligible to register online for a digital library account.

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, limited 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 in section A). A physical WPLD library card will be issued after verification of residency.

Residents attempting to apply for a digital card more than four times without visiting the WPLD to verify residency and upgrade to a full privilege resident card will be denied.

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

A non-resident 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 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 current real estate tax bill and government-issued photo ID, 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 current lease and government-issued photo ID, 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.

## **D. Warrenville Business Card** (valid for 1 year)

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

The business or organization owner, director, manager, administrator or chief executive officer must present a business card or a letter on organizational letterhead and sign the application for a Business library card. 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.

Use of a Business library card is required to be business-related. Only one business library card per business will be issued. Business cards are valid for one year.

**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 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 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 or renew a non-resident card.

**F. Student Non-resident 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 non-resident card fees for K-12 students who are eligible to receive free or reduced-prices 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 student non-resident 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 non-residents in the same household.

Non-residents who qualify for a student 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 student applicant (or applicant's parent or guardian if applicant is a minor) 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.

Student non-resident cards shall carry the same access and privileges as a resident card.

Student non-resident cards are valid for the school year of eligibility and the following summer. Cards will expire on August 31. Cards may be renewed each successive school year upon presentation of the eligibility documentation outlined above.

### **G. 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)**

A non-SWAN borrower must present their valid government-issued photo ID 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 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 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 the requirements as outlined in Section II. 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 \$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.