

## Policy 100

### Library Card Policy

#### Library Card

A current library card is required to request or borrow materials, use online library resources, and to log-in to the Library's public computers. In addition to a library card, a personal identification number (PIN) is required to log in to the library's online catalog. As the Library provides taxpayer supported materials, a verified database of authorized users is necessary for accurate records as well as to meet the requirements of the Library District Act and other state requirements. Patrons must be registered and verified in the database in order to check out materials.

#### Eligibility

Residents of Sugar Grove Township and Blackberry Township south of Seavey Road, except those areas annexed by North Aurora to the northeast and Aurora to the east may obtain a library card from the Sugar Grove Public Library District (SGPL).

#### Obtaining a Card

Photo identification and proof of residency are required to obtain a library card. A library card is valid as long as the patron lives in the Sugar Grove Public Library District at the address they registered with and have used the card within the last 5 years. Library cards for minors will expire when the minors turn 18. A postal office mailbox address may not be used for residency card verification. The Library will review National Change of Address reports to ensure that cardholders who move away from the district will have their accounts blocked. A lost library card may be replaced for a \$1.00 fee.

Applicants for a card must provide at least one of the following forms of identification:

#### **A. Approved Identification Documents**

- State issued Driver's License
- Authorized State Identification
- Passport
- Matricula Counsular
- FOID Card
- Military Identification Card
- Authorized School Identification Card w/Photo

Applicants for a card must also show at least one of the following documents for residency verification and taxpayer status. The name on the applicants photo ID must match that on the residency document and must have their current address:

**B. Approved Residency Documents**

- Mortgage or lease document
- Property tax bill
- Utility bill: Gas, Electric, Water or Cable
- Motor vehicle registration
- Motor vehicle insurance policy or identification card
- Checkbook or pay stub
- Voter Registration Card

Registrations must be completed by a staff member at the library, at an outreach event, or through email communications.

**Minor's Library Cards**

A minor is eligible for a Library card at age 5. The parent or legal guardian must be present to sign for the registration of any minor child 5-17 years old. The minor must be present to be registered or renewed as a checkpoint for identify verification.

In the instance of a patron with multiple addresses, such as the child of divorced parents, the legally designated primary residence will be used to determine eligibility for a Library card. If the application is approved, the card will be issued with the Sugar Grove Library District address and all the Library correspondence will be sent to this address. In the case of joint custody when all addresses fall within the service area of the District, only one Library card will be issued to the patron at the address of his/her choosing.

**Non-Resident Taxpayer**

Persons owning property within the district but residing outside of the district may obtain a Non-Resident Taxpayer library card by showing a photo ID from the list of acceptable identification documents and providing a copy of their current paid tax bill for the property. Only one person will be designated as a card holder.

**Business Library Cards**

A business Library card is available to any organizational entity, profit or nonprofit that owns or rents property in the Sugar Grove Library District.

The owner, senior representative or manager of the business may apply for a card in person using the Application for a Business Library Card. Appropriate photo identification from the approved list (A. Approved Identification Documents) must be shown as well as one item showing:

- Business License
- Letter of Incorporation
- Rental agreement
- Utility bill showing designated business name and address

Only one card will be issued per property owner or renter. These cards are for local use only and do not have reciprocal borrowing or inter-library loan privileges.

The Business Card is valid for one year.

### Library Card Usage

Library cards are non-transferable and materials may be checked out only to the registered card holder.

Card holders are responsible for all materials checked out on their cards. In the event of loss or damage to any material, the patron account may be charged.

A patron must present their valid card in order to check out materials or utilize designated Library resources. In the event that the card is not in the possession of the patron, Library staff may use one of the approved identification documents to access the patron account.

The theft or loss of a Library card should be immediately reported to the Library. The patron is responsible for items checked out on a card if the loss or theft is not reported.

### Reciprocal Borrowing

A SGPL card is valid for use at other Illinois libraries under the terms of use outlined by Illinois Statute and according to the lending library's policies. Requests for items from other libraries must be made through a cardholder's home library.

SGPL will honor valid library cards issued by any public library which is a participating member of a library system within Illinois. A patron from another public library may register his or her library card with the SGPL by providing photo identification, a current library card in good standing, and a completed registration form. Reciprocal borrowing patrons may borrow any SGPL material except Library of Wonderful Things items.

## Holds

A Sugar Grove Public Library cardholder may place a hold on materials in our circulating collection or materials from another library in the SWAN system through the online catalog, by telephone, or in person at the Sugar Grove Public Library. Items are placed on the Self-Serve Hold Shelves for a period of seven days. Items not retrieved within the seven-day period will be re-shelved, returned to the owning library, or used to fill the next hold.

## Loan Periods

Material will check out for the following loan periods:

- Print 21 days
- Music CD 21 days
- New DVD/Blu-Ray 7 days
- DVD/Blu-Ray 21 days
- New Magazine 7 days
- Video Games 21 days
- Board Games & Puzzles 21 days
- Kindle Paperwhites 21 days
- Library of Wonderful Things Items 7 days

## Renewals

Material designated as “New”, belonging to the Library of Wonderful Things collection, Kits, Launchpads, boardbooks, or any item with a hold on it may not be renewed. All other materials may be renewed up to two times.

Renewals may be made in person, by telephone, in response to a courtesy text message, or via the online patron catalog account on the SGPL website.

## Fines

Fines will be assessed at \$0.20 per day per item for most materials. Video Games and Kindles will be assessed at \$1.00 per day per item, Rokus and Wi-fi Hotspots will be assessed at \$5.00 per day, and all other Library of Wonderful Things items will be assessed at \$2.00 per day.

Fines may be paid in the following manners:

- Cash or check is accepted at the Circulation Desk.
- Credit card is accepted via the cardholder’s online catalog account.

A cardholder may choose to receive overdue notices via e-mail, phone, or text message. Cardholders who choose to receive notices via e-mail will also receive courtesy notices two days prior to the checked out item's due date.

The accumulation of fees of \$20.00 or more suspend a cardholder's privileges. Should a minor's privileges be suspended, the responsible parent's privileges will also be blocked until the minor's account is restored to good standing.

### Interlibrary Loan

The library staff will make every effort to secure a title requested by a Sugar Grove Public Library patron. Borrowing policies for any material obtained through Interlibrary Loan will be the same as Sugar Grove material unless the lending library requests otherwise. SGPL staff will inform a potential borrower of the appropriate policies. Borrowers must approve any postage fees before items are obtained from an out-of-state library.

### Lost, Damaged, and/or Not Returned Items

A cardholder will be charged the assigned replacement cost of library material that is determined lost, damaged beyond use, and/or is not returned to the library. Cardholders are responsible for library materials checked out on their card until the material reaches the circulation desk.

Excessive odor of smoke, insects, food stains, damage, or water damage (examples only) may render an item unavailable for circulation and the patron will be charged for the item. Patrons will be billed for the full cost of any materials not returned within 42 days of their due date.

The replacement cost is the assigned retail cost of the material. The patron is responsible for the amount paid at time of purchase by the Library; no deductions are taken for depreciation. The Library does not charge a supplementary processing charge.

A nominal fee may be charged for minor repairs, missing, or damaged parts if the item can continue to circulate.