

POLICY 300
LIBRARY CARD POLICY

A. Eligibility for Card: Lisle Library District Residents

1. To provide access to Library services, a Library card will be issued without charge to any person who lives within the boundaries of the Library District.
2. All registrations must be completed on the Library premises or in the presence of Library staff.
3. Proof of residency is required at the time of application, at the time of renewal, or upon receipt of the card.
4. The resident's Library card is valid for two years and is renewable as long as eligibility is retained.
5. In the instance of a patron with multiple addresses, such as a 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 to the Lisle 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 Lisle Library District, only one Library card will be issued to the patron at the address of his or her choosing. If only one residence is within the Lisle Library's service area, a card will be issued at the Lisle Library District address as long as the patron is not already a registered borrower of another public library.
6. A parent/legal guardian signature is required for the Library card application and renewal of a minor up to the age of eighteen years. The parent/legal guardian is responsible for all materials checked out on the minor's card.

B. Eligibility for Card: Non-Resident Taxpayer

1. Lisle Library District property owners who reside elsewhere are eligible for a non-resident taxpayer card with full borrowing privileges.
2. A current tax bill must be provided showing ownership of the particular parcel of property.
3. One person only will be designated as a card holder by the taxpayer.
4. The card is valid for one year.

C. Non-Resident Policy and Fees

1. A resident of an area unserved by the public Library may obtain a Lisle Library District card through payment of an annual fee if the Lisle Library District is considered to be the closest public Library to the applicant's residence, as determined by Illinois State Law. (75ILCS16/30-55.60)
2. The non-resident fee shall be equitable and proportionate to the fee paid by Lisle Library District residents and shall be determined by the Tax Bill Method. (75ILCS16/30-55.60)
3. Non-resident Library cards shall be valid for one year and shall afford all services offered by the Lisle Library District, including reciprocal borrowing privileges.

D. Library Card Usage

1. Library cards are non-transferable and materials may be checked out only to the registered card holder.
2. 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.
3. A patron must present their valid Lisle Library District card in order to check out materials, or utilize designated Library resources.
4. If a Library card is stolen or lost and the patron reports such loss or theft to the Library, the patron will not be held responsible for any materials checked out on that card after the date that the loss or theft is reported.
5. Cost of a replacement card will be according to Policy 325, Schedule of Fines and Fees.

Adopted 12/14/87
Revised 11/13/96
Revised 11/13/02
Revised 02/20/12