

CIRCULATION POLICIES

I. LIBRARY CARD POLICIES

A. RESIDENT CARDS

Residents of Itasca with their permanent residence within the service area of the Itasca Community Library are eligible to receive library cards from the Itasca Community Library (ICL). A library card will be issued after the resident has completed the application, presented a valid photo I.D. and one additional acceptable item with current Itasca address, such as a current utility bill.

Minors (under the age of 18) with their permanent residence within the service area of the Itasca Community Library are eligible to receive a library card from the Itasca Community Library. However, a parent or guardian is encouraged to have an ICL card, the parent or guardian must be present and sign the minor's library card application.

Resident cards are valid for three years. Resident Library cards are allowed Reciprocal borrowing privileges at other libraries that provide Reciprocal Borrowing.

Acceptable forms of identification are as follows:

Acceptable photo I.D. 1 item required	Acceptable proof of address in Itasca, Illinois. 1 item required
Driver's License	Current utility bill
State I.D.	Lease
Passport	Bill of sale/contract for home
Student I.D.	Mail
Military I.D.	Automobile registration
Other photo I.D. issued by a government agency	

B. NON-RESIDENT CARDS

A non-resident is defined as a property owner or renter who resides in an area that is not taxed for public library service. A non-resident can purchase an ICL card and will be charged a fee that is determined by state formula. A non-resident must present their most recent original tax bill upon application for a non-resident card. The property owner or renter will pay the same amount for their library card as if the property were within the ICL service area. Non-residents must purchase their Non-resident library cards at the public library that is within their high school district.

Non-resident library cards are valid for one year from date of purchase and will have the same services as a resident card including reciprocal borrowing.

C. ITASCA PROPERTY OWNER CARDS

A non-resident who is an individual or is a partner, principal stockholder, or other joint owner who owns taxable property within the service area of the Itasca Community Library is eligible to receive an ICL card. An Itasca property owner must present a copy of the most recent real estate tax bill for the taxable property and fill out a property owner taxpayer application.

Property owner cards are valid for one year and will have the same services as a resident card including reciprocal borrowing. Only one card will be issued to a property owner.

D. TEMPORARY RESIDENCY CARDS

A temporary resident, living at a hotel or residence within the service area of the Itasca Community Library will be issued an ICL Card. A library card will be issued after the temporary resident has completed the application and presented proper identification. Proof of residency must be provided with a contract from the hotel or signed responsibility statement from host. Proof of local and permanent address will be required.

Temporary resident cards are valid for one year and have the same services as a resident card including reciprocal borrowing.

E. INSTITUTION CARDS - Governmental

Institution cards are intended to support the information needs of the institution and its goals, not for the personal use of members or employees. One card may be issued for one year to an institution such as a school, park district or other governmental body. A library card will be issued after the institution fills out necessary paperwork and designates which person/persons from the institution will be allowed to use library card. The library card will be kept at the library at all times. The institution is responsible for all fees incurred. All school cards will be supervised by the Youth Department. All institution cards will be renewed on an annual basis. The library card is the property of the ICL.

F. BUSINESS CARDS

Business library card are available to all businesses located within the Itasca Community Library Service Area. The business must provide a letter of authorization on official letterhead, signed by the business owner or administrative officer. The letter must include the name of individuals authorized to use library card for the business or organization. The business owner or administrative officer will be financially responsible for any late fees or damage/lost fees incurred on material checked out on the business library card.

Business library cards are valid for one year and will have the same services as a resident card including reciprocal borrowing. One library card will be issued to the business for one year.

G. STAFF LIBRARY CARDS

Employees of the ICL will be issued a courtesy ICL card upon employment. This library card is to be used for local use only. It cannot be used for reciprocal borrowing purposes at any time. Employees who do not live in the Village of Itasca will not be allowed to check out new items or items that have holds on them.

H. RECIPROCAL BORROWERS

ICL will extend RECIPROCAL BORROWING PRIVILEGES to patrons of any library that extends privileges to cardholders of ICL. Individuals presenting a valid card from another public library in Illinois may borrow items from the ICL, provided that their privileges in their home library are not suspended for any reason. Privileges will be granted for one year or until expiration date of library card at home library, whichever is sooner. Items checked out from ICL are the responsibility of the borrower and are subject to all the fines, rules and regulations of the ICL. Reciprocal Borrowers may check out new materials but not place them on hold.

II. LIBRARY CARD USE POLICIES

The ICL may refuse use of an ICL card to anyone except the individual to whom the card has been issued.

Minors under the age of 18 will be allowed to check out any item the library offers.

ICL cardholders must present ICL library card when checking out items. In the event that cardholder does not have ICL library card they will be required to show a driver's license or other type of government photo I.D. Minors will be asked what their address, phone number and caregiver name is.

Reciprocal Borrowers must present their library card when checking out items. No exceptions will be made.

Quantity restrictions may apply to some items.

Cardholders are responsible for any items checked out on their library card, including replacement costs for damaged or lost items.

A lost or stolen library card must be reported to the library immediately to prevent unauthorized use. The patron is responsible for all items checked out on a lost, stolen, or loaned card, along with any fines, fees, or damages incurred, until the library has been notified of the loss.

A valid photo I.D. and one acceptable item with current Itasca address is needed to renew an ICL card.

Library cards with lost, missing or damaged items must be resolved before a new or renewed card will be issued.

Suspension of Privileges will occur if the patron has:

- Unpaid overdue fines consisting of \$5.00 or more

- Delinquency of items of more than 21 days

- Violation of library policy

- Defacing of property

The library reserves the right to enforce its policies through criminal prosecution and civil actions.

An ICL cardholder in good standing may use his or her ICL card at other libraries to borrow items but are subject to the lending rules and policies of the other libraries. This is called **RECIPROCAL BORROWING**.

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