

III. Library Cards

Library cards are issued free to any applicant who is a tax-payer or lives in the household of a taxpayer of the Arcola Public Library District. Those holding non-resident cards, and those holding cards in good standing from other Illinois Heartland Library System member libraries are also entitled to library service.

III-A: Library Cards for Residents in the Arcola Public Library District

To apply for a library card, the applicant must present a photo ID (adults) and proof of residence in the Arcola Public Library District's service area. Library cards for residents are valid for two years. Library cards may only be issued to individuals, not to businesses or organizations.

All conditions agreed upon by the Illinois Heartland Library System member libraries in applying for and maintaining library privileges will be met. Persons owing fines, fees, or overdue materials to this or other libraries must take care of these obligations before an Arcola Public Library card will be issued. The library will not issue cards to adults whose children under 18 years of age have outstanding fines or fees until such fines have been paid in full.

III-B: Library Cards for Non-Residents

Persons who do not live in the Arcola Public Library District do not pay taxes to support the library and therefore do not have public library service. Non-residents may purchase "non-resident" library cards, which entitle the holder to all library rights and privileges of a resident library cardholder.

Non-resident library cards are issued to immediate family members living at the same address and are valid for one year from the date of issue.

The Library Board of Trustees reviews the policy for issuance of non-resident library cards annually.

NON-RESIDENT OWNERS OF PROPERTY IN THE ARCOLA PUBLIC LIBRARY DISTRICT

Persons who are not residents of any other library taxing district or body may obtain a card, valid for one year, by paying the non-resident card fee and presenting photo identification.

Persons living outside of the Arcola Public Library District but owning or leasing property inside of the Library District may obtain **one** non-resident local-use library card for each owner, partner, principal stockholder, or leaseholder of the property without paying a fee. Pursuant to Illinois library law [75 ILCS 16/30-55.60], cards may be issued only to the above individuals. Cards may not be issued to family members. These cards entitle the cardholder to all the rights and privileges of a resident cardholder. Applicants must present the most recent property tax bill or commercial lease annually to obtain or renew a library card.

APPLYING FOR A NON-RESIDENT CARD

To apply for a non-resident card, property owners must annually bring in a copy of their most recent property tax bills. Renters must bring in a copy of the rent receipt, canceled rent check (dated within the last 60 days), or a copy of the lease agreement.

All property tax information is public record under Illinois law. The library staff may verify property tax information with the County Assessor's office.

NON-RESIDENT FEE SCHEDULES

- **Fee Schedule for Property Owners:** The non-resident fee for property owners will be the minimum fee as established annually by the board of trustees.
- **Fee Schedule for Renters:** The non-resident fee for renters will be the minimum fee as established annually by the board of trustees.
- **Minimum Fee for Non-Resident Card:** The Library Board of Trustees establishes the minimum annual fee for all categories of non-resident cards each year in May.

III-C: Library Cards for Minors

Children may have their own library cards. With a library card, children have access to all materials in the library's collection. Parents of minors assume responsibility for any guidance in the selection of materials.

Children are entitled to the same rights of access to libraries, library materials, computers, computer databases, and online resources as adults as consistent with the library's applicable policies. Children are further entitled to the same confidentiality as adults according to library policy V. Confidentiality of Records. Authorized library staff may only provide information about a minor's fines and fees to the parent or legal guardian. Circulation information will not be provided.

CHILDREN UNDER 18 YEARS OF AGE

A parent or legal guardian's signature is required for anyone under the age of 18 to acquire a library card. The application must be completed with both the child and adult present in the library. Parents or guardians are responsible for fines or fees charged to the card of children under the age of 18, including fees for replacing lost or damaged materials.

III-D: Replacement Cards

Library cards will be replaced after a thorough search. First replacement is free. All replacements thereafter will have a set fee of \$1.00.