

### Library Cards Policy:

A library card shall be issued upon request and free of charge to all residents of City of Highwood. Identification and proof of residency are required to register for a card. Identification and proof of residency may be provided with a photo ID showing a current address as well as one additional form of address verification. If the photo ID does not have a current address, the library will accept two forms of address verification. The library will issue a library card immediately upon meeting the requirements outlined above. The library will not accept new card registration 15 minutes prior to closing for the day.

A library card is valid for 3 years for residents of Highwood and may be renewed. A library card for a non-resident is valid for only two years. It may be renewed in accordance to the procedures outlined below for reciprocal borrowers.

### Photo Identification may be provided with:

Illinois Driver's License  
Illinois State ID  
Foreign National Voter Registration with Photo  
Consulate ID  
Military ID  
Passport

### The following are acceptable forms of address verification:

Checks  
Current Lease/Mortgage  
Automobile Registration or Auto Insurance Policy  
Property Tax Bill  
Utility Bills  
School ID  
Voter's Registration

### Lost/Stolen/Damaged Library Cards

Library cards lost or damaged beyond use may be replaced with payment of \$1.

A library card is issued for the sole use of the registered borrower and is not transferable to another person. A patron's responsibility is not over until library material is returned complete and in good condition. Patrons are responsible for all materials checked out on a lost, stolen, or loaned library card along with any fines, or damages incurred, until the library has been notified of the loss. A lost or stolen library card must be reported to the Circulation Department of the Library immediately to prevent unauthorized use. For the card holder's protection library cards should not be loaned to other people. The Library Card is to be treated as if it were a credit card. To prevent identity theft library patrons are encouraged to report stolen or lost items with personable identifiable information to the Highwood Police Department. The Library Director will work with library patrons that have been a victim of library card theft and library card misuse to lessen the amount of monetary damage to a patron's library

account. The Library will notify the North Suburban Library System (NSLS) or Reaching Across Illinois Library System (RAILS) with the name and barcode number of lost or stolen cards. NSLS or RAILS will share this information with other libraries to prevent misuse.

#### Borrower's Responsibility

A valid library card must be presented when checking out library materials. Library cards are issued for the sole use of the registered borrower and are not transferable. The library card holder is responsible for all materials borrowed on his/her library card. The borrower will have borrowing privileges and computer use suspended if his/her library card has a total of \$5 or more in fines and fees.

A parent or guardian must come into the library with proof of residency and sign the registration form for a library card for a youth under the age of 18. The parent or guardian is responsible for all materials borrowed on the youth's card. The parent or guardian and youth(s) will have their borrowing privileges and computer use suspended if the youth's card has a total of \$5 or more in fines and fees.

The library card holder is responsible for informing the library in the event of a lost or stolen card. The borrower is responsible for informing the library in the event of changes in name, address, telephone and/or email address.

#### **Non-Resident Library Patrons**

##### Reciprocal Library Borrowers

Persons residing outside of the Highwood Public Library service area but within another public library service area with reciprocal borrowing authorization may borrow materials with a valid library card in good standing. A short registration and a phone call to the reciprocal borrower's home library are required. Reciprocal Borrowers will have full privileges to Highwood materials. However Highwood residents are the Library's highest priority. To that end, Highwood residents will have priority on holds lists.

##### Other Registration

Highwood Public Library will work with Highwood community schools through the school libraries on an interlibrary loan basis. A card may be issued to a community school administrator, or other designee, who wishes to use our materials. The school administrator or other designee must agree to be responsible for all materials borrowed.

Educational administrators of schools in unserved areas may purchase a non-resident fee card on an annual basis and agree to be responsible for all materials borrowed.

Businesses in the City of Highwood are eligible for a single library card for the business. Proof of business address will be required. This card will be valid for 3 years and is eligible for renewal.

A library card may be issued to an individual not meeting all of the registration criteria if, in the judgment of the Library Administrator, special circumstances exist that warrant and justify issuing such a card.

##### Other Users

Persons not eligible for borrowing privileges are welcome to use library materials and resources within the library.