



## **LIBRARY CARD POLICY**

Highwood Public Library cards are free of charge to all Highwood residents. Identification and proof of residency are required to register for a card. A library card is valid for three years and may be renewed.

### **VERIFICATION OF RESIDENCY**

A patron with an address that is within Highwood is eligible for a Highwood Public Library card. A photo ID that lists their current Highwood address is acceptable as both identification and proof of residency. If the photo ID does not have a current address, the library will accept an additional form of address verification. A parent or guardian must provide proof of residency in order to obtain a library card for a youth under the age of 14. Patrons between 14 and 17 years old who do not have necessary proof of residency can be registered using their parent or legal guardian's proof of residency.

Here are the acceptable forms of photo identification and forms of address verification:

- Driver's License
- State ID
- Passport
- Government Issued Photo ID
- Student ID
- Credit Card Statement
- Bank Statement
- Voter's Registration Card
- Instructional Driver's Permit
- Lease or Housing Agreement
- Utility (Telephone, Gas, Electric, Water or Cable) Bill
- Vehicle Insurance Card

### **BORROWER'S RESPONSIBILITY**

A valid library card must be presented when checking out library materials. Library card holders are responsible for all fines and fees associated with their library card, and parents or guardians are responsible for all materials borrowed on a youth's card. Patrons are encouraged to notify Highwood Public Library if their library card is lost or stolen to avoid any associated fees. A borrower may have borrowing privileges suspended if his/her library card has a total of \$5 or more in fines and fees. Lost cards will be replaced and may be charged a fee of \$1.



### **RECIPROCAL LIBRARY BORROWERS**

Patrons with library cards in good standing issued by other Illinois libraries may be granted reciprocal borrower privileges at the Highwood Public Library. Library staff will contact the issuing library to ensure good standing. Identification and proof of residency are required to register for a reciprocal borrower card. Reciprocal borrowers will have full privileges to Highwood Public Library materials, however, there may be limitations to some services.

### **NON-RESIDENTS WITHOUT LIBRARY SERVICE**

A non-resident is defined as "a person who resides outside the taxing area of a public library" [23 Ill. Adm. Code 3030.10]. Currently the Highwood Library does not offer an option for non-residents without library service to purchase a card to obtain access to Highwood Public Library services, except in cases detailed below.

### **OTHER REGISTRATION**

Highwood Public Library will provide library cards to teachers and other school staff members who work in Highland Park/Highwood School Districts 112 and 113. Teachers and school staff members must show a valid photo school district ID and residency information. Cards are valid for three years and may be renewed.

Businesses in the City of Highwood are eligible for a single library card for the business. A letter from the business owner/manager requesting a business card on company letterhead will be required. Cards are valid for three years and may be renewed.

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

### **OTHER USERS**

Persons who may not have a library card are welcome to use library materials and resources within the library.

**Approved: September 27, 2021**