



LIBRARY CARD POLICY

POLICY

A library card shall be issued upon request free of charge to all residents of the 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. If the photo ID does not have a current address, the library will accept an additional form of address verification.

NOTE: For on-line applications, validation/proof of residency can be completed in-person on a later date. A note will be added to the applicant file with residency validation pending.

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 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 Registration

Library cards lost or damaged beyond use may be replaced with a 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 library staff 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 personally identifiable information to the Highwood Police Department. The Library Director will work with library patrons who 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.

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 provide proof of residency in order to obtain 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 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.

RECIPROCAL LIBRARY BORROWERS

Patrons with library cards in good standing issued by other eligible libraries may be granted reciprocal borrower privileges at the Highwood Public Library. Library staff will contact the issuing library to ensure good standing.

Persons residing outside of the Highwood Public Library service area but within another public library service area may borrow materials. A current library card in good standing and a valid identification with person's current address must be presented to obtain reciprocal borrowing privileges. 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 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 library materials. The school administrator, or other designee, must agree to be responsible for all materials borrowed.

Teacher cards may be issued to teachers who work in Highwood/Highland Park School Districts 112 and 113. Teachers must show a valid photo school district ID.

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.

Approved: April 24, 2020