



Section 6: Lending Policies

6A | Patron Library Card Accounts Policy

Purpose

In order to manage patron account information and oversee the lending of materials, library card accounts are utilized by Library staff and may be provided under several classifications defined herein. Unless otherwise noted, library card accounts registered under the provisions of this policy will accord the account holder full borrowing privileges as defined in the Library's Materials Lending policy (6B).

I. Library District Residents Cards

All residents of the Roselle Public Library District are entitled to a library card. To register, the following is required:

- Sufficient and valid proof of identity and residency, such as:
 1. A valid photo ID* showing current in-district address, or
 2. A valid photo ID showing former out-of-district address paired with an acceptable document establishing in-district residency**
- Parent/guardian identification and signature, if cardholder is under the age of 18

Cards issued to residents will be valid for three (3) years and will automatically renew.

*examples include: state-issued ID or driver's license or identification card; passport; permanent resident card; school ID.

**examples include: recent (within 90 days) utility bill, bank statement, or cancelled check; deed/title, mortgage, or rental/lease agreement; official mail from a state, county, city, village or federal unit of government including full name and address.

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II. Non-Resident Cards

Residents of neighboring villages and cities without dedicated library service may be eligible to join the Roselle Public Library District on an annual basis, for a fee. A valid non-resident library card shall accord the non-resident cardholder all the services the Library provides to its residents, including reciprocal borrowing privileges.

The fee for homeowners is calculated using the Tax Bill Method, which determines the annual fee based on the equalized assessed valuation of the non-resident's home multiplied by the Library's current property tax rate – effectively charging the exact amount of taxes that would be levied by the library district were the property in question located within the district's taxing boundaries.

The fee for non-resident renters is 15% of one month's rent.

All such fees will be assessed on a per-household basis and all those who reside therein are entitled to an individual card.

To register as a non-resident cardholder, the following is required:

- The most recent real estate tax bill or current rental agreement showing out-of-district residence, and
- Sufficient and valid proof of identity (see section 1 above for more details), and
- Payment in the form of cash, check, or credit card.

Cards issued to non-residents will be valid for one year from the date of purchase. Non-resident cardholders may pay the entire amount at the time of registration, or they may pay in two installments: half at registration and half six (6) months later. Failure to promptly pay the second installment will result in the account being declared delinquent or not-in-good-standing.

III. Business Cards (Non-Resident Property Owner or Lessee)

Library cards may be issued to business owners whose establishments are located within Roselle and pay property taxes, directly or indirectly, to the Roselle Public Library District. A valid non-resident property owner or non-resident lease cardholder shall



accord the cardholder all the services the Library provides its residents, including reciprocal borrowing privileges.

To qualify: a non-resident taxpayer must be a non-resident of the Roselle Public Library District who, as an individual or as a partner, principal stockholder, or other joint owner, owns or leases property that is taxed for library service or is a senior administrative officer of a firm, business, or other corporation owning taxable property within the library district.

To register as a business (non-resident taxpayer) cardholder, the following is required:

- The most recent real estate property tax bill or the most recent commercial property lease, and
- Sufficient proof of identity (see section 1 above for more details), and
- Sufficient proof of role within the organization as an owner/partner/stakeholder, if titleholder is other than an individual.

In some cases, further clarification or verification may be necessary to complete the registration process.

Cards issued to non-resident tax payers will be valid for one year from the date of registration.

IV. Guest Cards

Non-residents living temporarily within the Roselle Public Library District as a guest of a resident or residing in temporary housing may qualify for a guest library card account.

To register as a guest cardholder, the following is required:

- Sufficient and valid proof of identity – to the extent possible, and
- Written verification from host/responsible party or owner/manager of temporary residence detailing length of stay.

If an unhousted individual requests a temporary guest card and cannot provide written verification from a host or manager of a temporary residence, the Access Services Manager may authorize such an account at their discretion.

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Cards issued to guests or temporary residents will be valid for the duration of their stay up to one year from the date of registration.

V. Reciprocal Borrowers

The Library participates in statewide reciprocal borrowing which allows the cardholder of any full system member library within the State of Illinois to borrow materials onsite.

To register as a reciprocal borrower, the following is required:

- A valid library card in good standing issued by the individual's home library or by a recognized Illinois library system, and
- Sufficient and valid proof of identity.

Accounts issued to reciprocal borrowers will be valid for one year from the date of registration or the expiration of the borrower's home library card – whichever date is first.

VI. Student Cards – Cards for Kids Program

Public Act 101-0632 amended the Illinois Public Library District Act of 1991 (75 ILCS 16/30-55.60) to allow the Library to provide a library card free of charge to a nonresident minor under the age of eighteen (18) in a nearby unincorporated area who is a student (Pre-K through Grade 12). Parents/guardians of eligible nonresident minors must submit documentation or attest that their child qualifies for this program based on their place of residence and age. Like other non-resident cards, these will expire after twelve (12) months and must be renewed annually.

Card Accounts for Minors

If a parent or legal guardian applies for a card account in the name of a child or ward under the age of 18, the parent/guardian may be asked to provide some form of proof of identification and residency on behalf of the minor for whom the application is made in addition to proof of identity and residency for the parent/guardian.

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If a person under the age of 18 has two custodial parents or guardians residing at different addresses within the library district, a card may be issued in the minor's name at each address.

Persons under the age of 18 who have been legally emancipated must provide court documentation detailing their emancipated status in addition to sufficient proof of identification and residency.

Patron Responsibility

All cardholders are responsible for all materials borrowed under their accounts. Parents or legal guardians of minors or adults with library card accounts also assume full responsibility for materials borrowed under those accounts. A signature on a library card application constitutes acceptance of this policy.

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