

Section 6

6A Library Cards

6B Materials Lending

6C Fines and Fees



6A | Library Cards**Revised:** 5/8/19**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. Library card accounts registered under the guidelines of this policy will afford the account holder full borrowing privileges as defined in the Library's lending policy.

I. Library District Residents

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

- Sufficient proof of residency and identity
- Parent/guardian signature, if cardholder is under the age of 18

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

II. Non-Residents

Residents of neighboring villages/cities without dedicated library service may be eligible to join the Roselle Public Library district on an annual basis, for a fee.

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 rental agreement
- Sufficient proof of identity
- 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.

III. Businesses

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.

To qualify: a non-resident taxpayer must be a non-resident of the Roselle Public Library District residing in an area without library services, who, as an individual or as a partner, principal stockholder, or other joint owner owns or leases taxable property or is a senior administrative officer of a firm, business, or other incorporation owning or leasing 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
- Sufficient proof of identity
- 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. Guests

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 library card account.

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

- Sufficient proof of identity
- Written verification from host/responsible party or owner/manager of temporary residence detailing length of stay

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
- Sufficient 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.

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.

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.

Related Policies:

[Conduct](#) / Code of Conduct

Lending of Materials

Fees and Fines

Adopted: 9/10/98

Revisions: 7/12/17, 12/10/14, 2/13/13, 4/13/11, 5/10/06, 10/10/01



6B | Materials Lending**Revised:** 5/8/19**Purpose**

As a primary function of the Library, materials in the collection exist to be borrowed and will be lent to cardholders in good standing. See below for more information on the definition of “good standing.” Loan periods and other limitations exist to ensure demand can be met and as many cardholders and patrons can access the collection as possible. The information contained within this policy will be continuously posted and available to the public.

Lending Periods

Most items in the collection may be borrowed for three weeks at a time, with the exception of:

- Most DVDs, magazines, most electronic devices One (1) Week
- High-demand DVDs Three (3) Days
- Short term new fiction Two (2) Weeks

Cardholders who are traveling or vacationing may request an extended lending period of four (4) weeks on up to ten (10) items that fall in the general three (3) week lending category.

Items received via interlibrary loan abide by the lending library’s loan rules.

Downloadable content will have varying lending periods, depending on the platform.

Several items in the collection are restricted to in-library use, including: newspapers, textbooks, and reference materials.

Renewals

Items can be renewed up to two (2) times by cardholders at the length of the original lending period. Items in high demand may not be renewable. Renewals on items received via interlibrary loan may be possible, depending on the lending library’s loan rules.

Other Limitations

From time to time items in a specific subject area or in a specific format experience extremely high demand and the Library reserves the right to establish additional lending restrictions as needed, including the lending periods and quantities.

Disclaimer

The Roselle Public Library District assumes no responsibility for damage to equipment or other property resulting from the use of materials lent by the Library.

Definition of Good Standing

Card accounts are in good standing if the following conditions are met:

- Fees and/or fines do not exceed \$10.00;
- Materials borrowed are not overdue;
- The account itself is valid and not expired; and
- No other blocks or restrictions have been placed on the account.

Related Policies:

Interlibrary Loans
Library Cards
Fees and Fines
Conduct / Code of Conduct

Adopted: 12/11/02

Revisions/Reviews: 9/14/16, 9/10/14, 9/11/13, 12/8/10, 9/8/10, 3/10/10, 4/13/05, 12/10/03



6C | Fees and Fines**Revised:** 5/8/19**Purpose**

The Library assess fees and fines for overdue, lost or stolen, and damaged materials. The authority for the Library do so is granted by the Illinois Public Library District Act and is predicated in large part on the responsible sharing of library materials by library patrons as well as on the timely return of borrowed materials in the same conditions as when they were borrowed.

Guidelines

Daily fees in the amount of \$0.10 per item will be assessed for most overdue materials, with the exception of high-demand DVDs, video games, and electronic devices for which a daily fee in the amount of \$0.25 per item will be assessed.

As lending periods vary, items will be designated long-overdue or lost if not returned within sixty (60) days following the prescribed due date. Accounts with such long-overdue or lost items may be referred to a collection agency or may also be referred to law enforcement for prosecution under the "Theft of Library Materials by Failure to Return" clause in the Public Library District Act.

Lost or damaged items, and items overdue by sixty (60) or more days may also be subject to one or more of the following:

- A penalty equal to the replacement cost of the item(s)
- Penalties related to the retrieval of the item(s) including collection agency fees
- Penalties related to criminal prosecution
- Processing fees to cover the expense of acquiring and preparing a replacement item to be added back to the collection.

The Library may accept replacement copies of any lost or stolen materials so long as the materials are in the exact same format as the item(s) originally borrowed and in new condition. The Library reserves the right to decide not to re-instate a lost or stolen item to the collection, as well as the right to deny any submitted replacement materials.

Persons committing willful acts that result in damage, destruction, theft, or misplacement of any library property may be barred from further use of the Library and its collections. Library privileges may be reinstated once sufficient restitution has been made to the Library.

Responsible Parties

Parents or guardians who sign on as the responsible party for a minor or adult in their care shall be denied borrowing privileges when any cardholder for whom they are financially responsible has incurred any fines or fees beyond the threshold of cards in "good standing." See below for the definition of cards in "good standing." Borrowing privileges will be reinstated once all fines and fees are cleared entirely or reduced to below the existing threshold.

Lost or Stolen Library Cards

In the event a library card is lost, stolen, or suspected of being stolen: the person to whom the card has been issued agrees to notify the Library as soon as possible of the lost or stolen card. If theft is known or suspected, a report to local law enforcement is strongly recommended. By failing to provide notice, any unauthorized loans initiated with a lost or stolen library card will be the liability of the cardholder up to a maximum of \$100.00 or the total monetary value of the item(s) borrowed, whichever is less.

Replacement fees for lost or stolen library cards may apply.

Related Policies:

- Library Cards
- Materials Lending
- Interlibrary Loans
- Conduct | Code of Conduct

Adopted: 3/12/03

Revisions/Reviews: 10/12/16, 12/10/14, 5/8/13, 10/9/11, 3/9/11, 6/14/06, 12/10/03

