



Obtaining a Card

Such students may obtain a non-resident card at the library when accompanied by their teacher OR a parent (or legal guardian) and proof of current enrollment in the stated schools, as a letter on official letterhead from the principal.

Rights and Responsibilities

All rights and responsibilities conveyed by such a non-resident card obtained through the St. John the Baptist Parish and School and the Smithton Public Library District contract, are the same as those stated elsewhere, except that the term of the card shall expire one year from issue date, OR when the child ceases to be enrolled in the stated school.

Additionally, these non-resident cards obtained through the St. John the Baptist Parish and School and the Smithton Public Library District contract are to be used only during class trips to the library by the card-holder. Such cards **may not** be used to check out materials for family members.

Cards For Kids Act

The Cards for Kids program [enacted in PA 101-632] allows the library to provide no-fee cards for nonresident pre-school through 12th grade students whose household falls at or below the United States Department of Agriculture's Income Eligibility Guidelines. Proof of eligibility must be presented. This may include proof of SNAP or TANF benefits, or a letter from the child's school stating that this specific child is eligible for the "free lunch" program based on financial qualifications. Free nonresident cards issued through the Cards for Kids program are to be used only for the student's library materials. Free cards and borrowing privileges are not extended to the entire household. This policy is in accordance with the Illinois Public Library District Act of 1991 (75 ILCS 16/30-55.60)

Fee exemptions for Nonresident Cards for Qualified Veterans

- 1) The non-resident fee shall not apply to veterans with a service-connected disability of at least 70% and who are exempt from paying property taxes on their primary residence in compliance with the Disabled Veterans' Standard Homestead Exemption [35 ILCS 200/15-169].
- 2) The non-resident fee shall not apply to the unmarried surviving spouse of a veteran who has previously qualified for this exemption prior to his/her death.
- 3) The non-resident fee shall not apply to an unmarried surviving spouse of a service member killed in the line of duty.

In each instance, proof of eligibility must be presented. This may include a property tax bill showing exemption from property taxes, or official documentation from the Department of Veterans Affairs stating the individual's Veteran status, and the Veteran's



percentage of service-connected disabilities. Free nonresident cards may be extended to the disabled Veteran's entire household.

Responsibility

The holder of a valid library card is legally responsible for all library materials borrowed on the card. In the event that the holder of the library card is a minor, the parents or legal guardian will be held responsible for library materials borrowed on the card.

Unauthorized Use

In the event that a valid library card is borrowed, lost, stolen, otherwise put to unauthorized use, the registered holder is held legally responsible for materials borrowed on the card until such time she/he notifies the librarian and requests that the card be invalidated. After that it shall be the responsibility of the librarian to prevent any further unauthorized use by confiscating any and all invalid cards presented to her/him.

Invalid Cards

A library card shall remain valid for 3 years (1 year for non-residents), or until such time as it is invalidated by one of the following events:

Registered holder

- (a) dies
- (b) moves out of Smithton Public Library District
- (c) returns card for cancellation
- (d) has borrowing privileges revoked
- (e) notifies the librarian that she/he is no longer responsible for use of the card.

Lost Cards

When a borrower's card is reported to be lost, stolen, or damaged, a new card may be issued. A \$2.00 fee will be charged for all replacement cards.

Privileges

Pursuant to the American Library Association's *Library Bill of Rights*, which states, in part, "A person's right to use a library should not be denied or abridged because of origin, age, background, or views," the Smithton Public Library District will not limit the use of any library material or service by any cardholder.

Adopted by Resolution of the Board September 15, 2011
Revised October 24, 2013, April 21, 2016, April 15, 2021, June 17, 2021,
September 16, 2021, May 16, 2024



Patron Conduct

The Board of Trustees of the Smithton Public Library District has established the following rules for Patron Conduct in the library. Any user not in compliance with the following rules or who jeopardizes the health or safety of others or acts in a manner inconsiderate of others may be asked to leave. Should an offender not leave when asked to do so, the police will be summoned. Additionally, library privileges may be restricted at the discretion of the library director in response to violations of this policy.

These rules are effective within the library building, its grounds, and at any library-hosted event.

Library Rules

1. Loud, offensive, or threatening language or disruptive behavior will not be permitted. Any behavior that disrupts or interferes with the operation and/or use of the library is prohibited.
2. Improper acts which are subject to prosecution under any criminal or civil codes are prohibited.
3. Soliciting, petitioning, loitering, or any other activity that would interfere with the normal flow of library business is prohibited.
4. Theft, mutilation, or vandalism of library property is prohibited.
5. Users will be appropriately attired, including shirts and shoes.
6. Food and beverages are not permitted at the library's computers. Beverages in containers with secure lids are permitted in the library generally. The definition of such beverage containers is the library director's discretion.
7. Smoking or use of any tobacco product or the use of alcohol is not permitted in the library, on library property, or within 15 feet of the building.
8. Bicycles or other vehicles may not be parked in a manner that blocks or hinders entry to the library.
9. Animals are not permitted in the library, except for companion (working) dogs for the physically disabled and/or for the purpose of library programming.
10. Parents should be aware of and comply with the library's Safe Child policy.
11. Restrooms are not to be used as a bathing facility or by more than one person at a time (except in the case of assisting a small child or where assistance is otherwise required).
12. Library telephones are not for personal use. Library staff may make an exception in case of emergencies.
13. Cell phones and other electronic devices should not be used in a disruptive manner.

Adopted by Resolution of the Board September 15, 2011