



## Obtaining a Library Card

### Benefits of a Card

Books and other library materials may be borrowed for use outside the library by presenting a valid library card obtained at this library, any other Illinois Heartland Library System (IHLS) member library, or any library within Illinois that maintains a reciprocal borrowing agreement with Illinois Heartland Library System (IHLS) member libraries.

### Obtaining a Card

Borrower's cards are issued free to an applicant who is a tax-payer, or lives in the household of a taxpayer, of the Smithton Public Library District. Cards are issued for a 3-year period and are renewable upon request.

A person who lives outside the Smithton Public Library District limits may receive a one-year borrower's card upon application and payment of a non-resident fee.

### PROCEDURE FOR ISSUING A BORROWER'S CARD

#### Taxpayers and residents of a taxpayer's household of the Smithton Public Library District

Present proof of identity, residency, and/or ownership by:

1. Presenting a photo ID  
AND
2. Real estate tax bill, lease agreement, or utility bill showing a legal residency within the Library District.

Category 1: Verify Identification	Category 2: Verify Residency
A. Present government-issued photo ID <ul style="list-style-type: none"><li>• Must show responsible party's name</li><li>• May be either State or Federal</li></ul>	A. Show Two: <ul style="list-style-type: none"><li>• Unexpired Government-issued photo ID with current address</li><li>• Current lease or mortgage statement</li><li>• Utility bill, revolving account, or bank statement issued in the last 30 days</li><li>• Current car registration or auto insurance</li><li>• <i>Official first-class mail marked "Or Current Resident" are NOT acceptable</i></li></ul>



Minors age 5-17 must be accompanied by a parent or legal guardian to obtain a borrower's card. Minors shall be deemed to reside at the residence of the parent or legal guardian accompanying the minor to obtain a borrower's card.

### **Non-Residents**

Non-residents of SPLD, who are not resident of any other Library taxing district or body, may obtain a card, valid for one year, by paying the non-resident card fee and presenting photo identification. Pursuant to Illinois Statutes 75 ILCS 5/4-7(12) and 75 ILCS 16/30-55.60.

Minors residing with non-residents in the Smithton Public Library District shall be governed by the same requirements as residents of tax payer households.

Persons who reside in the Smithton Public Library District but who are leasing property upon which district taxes are levied shall be considered non-residents. Such persons shall not be charged the non-resident fee provided that such persons produce proof of residency, as required of resident taxpayers. Such persons must show a copy of a lease documenting tenancy. Therefore, lessees shall show proof of lease, proof of identity and 2 items showing residency.

### **Staff and Volunteers**

Staff and Volunteers shall be issued a borrower's card for the duration of their service with SPLD.

### **St. John the Baptist Catholic School**

This Section applies to students of St. John the Baptist Catholic School in Smithton, Illinois who are not residents of the Smithton Public Library District, any other Illinois library district, or resident of the jurisdiction of any Illinois municipal library.

#### **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 12<sup>th</sup> 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

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