

## LIBRARY CARD REGISTRATION POLICY

The purpose of this policy is to inform patrons of the requirements necessary to receive a Riverdale Public Library District Library card as well as the details regarding the borrowing of materials. Library cardholders apply for the right to use the services and facilities of the Riverdale Public Library District and agree to abide by the rules and regulations of the Library. Cardholders are solely responsible for materials checked out on their Library card and for all fines and fees for lost or damaged items. If there is a change of address, change of personal contact information, or loss of Library card, cardholders must promptly alert the Library. A \$5 fee will be charged for replacement of a Library card.

### **Resident Library Cards:**

Residents, defined as individuals residing within the jurisdictional boundaries of the Riverdale Library's taxing district, may register to receive a Riverdale Public Library card that is eligible for interlibrary loaning privileges and valid at all Illinois member libraries. Privileges will be revoked upon termination of residency.

Adults (ages 18+) may apply for an RPLD Library card by completing a registration card and providing two forms of identification. The resident's current name and address must be on each piece of identification and must match.

Minors (ages 5-17) must have a parent/legal guardian present to obtain a library card. The parent/legal guardian must provide the necessary identification documents and accept responsibility for all activity on their children's library cards.

Minors (ages 2-4) must have a parent/legal guardian present and may obtain an Early Learner Card for **Local Use Only** once proper identification documents and registration are submitted by the parent/legal guardian. The Early Learner Card is for Riverdale residents only and may not be used for reciprocal borrowing at other libraries.

Homebound Patrons may be issued a library card by telephone. Identification and information provided must be verified in person at time of first delivery.

To be issued a library card, applicants must provide two forms of identification, one from Group A and one from Group B no less than sixty days old. If unable to supply identification from Group A, applicants must submit three forms from Group B. A minor may use either the signing parent/guardian's identification or a combination of their own identification and that of the parent/guardian. All Identification shall provide accurate and reliable information and should have exactly the same name and address as the information given on the registration card.

- **Group A**

**Currently Valid Photo ID.** Acceptable forms of IDs include:

- IL Driver's License
- IL State ID
- Senior Transport ID

- **Group B**

**Proof of Residency.** Must be postmarked/dated no less than sixty (60) days old.

Acceptable documents include:

- Auto Insurance Card
- State/Village Car Registration
- Current Year's Tax Bill
- Leases/Mortgage Papers (not handwritten)
- A Piece of Mail
- Bill/E-Bill (credit card, insurance, doctor, utility)
- Pay Stub
- Bank Statement
- Government Issued Checks
- Government Permit
- Medical Card
- Traffic Ticket

Junk mail, Invoices, layaway receipts, and checkbooks are not acceptable as verification of residency.

If discrepancies appear during the registration process, further documentation may be required to verify residency.

A photo of cardholder for identification purposes and signature of cardholder or parent/guardian will be required at time of registration. Resident RPLD Library cards for ages 5+ are issued for a period of two years. Early Learner cards for ages 2-4 and Non-Resident Library cards are issued for a period of one year.

If an applicant cannot wait for their card to be processed and chooses to return to pick up the card, an adult must present one piece of identification with name and address before the card is released. A minor must provide one piece of identification with either their name and address or the name and address of the parent/guardian linked to the library card account.

Registration for or renewals of Library cards will not be processed within fifteen minutes prior to closing.

The Library does not issue receipts.

**Non-Residents:**

Illinois Public Law 92-0166 stipulates, "A person residing outside of a public library service area must apply for a non-resident card at the public library located closest to the person's principal residence." The rules currently define "closest public library" as meaning the library physically closest to a non-resident's primary address. These patrons will be required to pay a fee determined by that library. The non-resident fee shall be calculated based on the Illinois State Library's General Mathematical Formula (23 Ad. Code 3050.60(a)).

The calculation is as follows: Local Tax Income / Population x Person(s) per Household. The total will then be rounded to the nearest whole number.

This fee will be reviewed and calculated each year in June and will be made effective at the start of the Library's Fiscal Year July 1-June 30.

(Non-Resident Fee July 2023-June 2024: \$187 *Approved 06/2023*)

Non-residents may obtain a library card for a period of one year after completing registration, furnishing proof of identification, and paying the non-resident fee. All members of a non-resident household are entitled to individual library cards. One fee will be charged for all residents at one address per year.

**Non-Resident Taxpayers:** See the Non-Resident Taxpayers Policy

**Reciprocal Borrowing:**

All patrons presenting a library card from an Illinois Library are eligible for reciprocal borrowing.

**Lost/Damaged Library Cards:**

Library cards that have been lost by the cardholder must be reported immediately to the Library in person or by phone. The card will be blocked until a new library card is issued. A replacement fee of \$5 will become the responsibility of the cardholder. If the cardholder is not present to pay the charge a manual charge will be added to the library card record. No further steps will be taken until the cardholder comes to the Library to complete the process at which point the lost card will be expunged from the Library's database. If the original card is located before the replacement process is completed the card will be unblocked.

Any delinquencies accrued prior to the date of the report is the responsibility of the cardholder.

To replace a lost or damaged card, the patron must:

- Clear all delinquencies
- Show Valid Photo ID and Proof of Residency
- Pay the \$5 replacement fee

**Renewal of Library Cards:**

A Library Card is issued for a two year or one year period of time. It can only be renewed during the month of expiration or after but not before. The cardholder must present their library card at the time of renewal. If the card is not presented, even if it has expired, a \$5 replacement fee will be charged. If the cardholder information is no longer in the database they must reapply as a new card. No fee is charged in this case.

To renew a card for a minor, both child and parent/guardian linked to the card must be present. Cardholders must provide Valid Photo ID and Proof of Residency

**Family Delinquencies:**

The library reserves the right to link the library card accounts of minors to their parents/guardians and to block from use all cards linked to the same address if either child or parent/guardian is delinquent. A delinquent Library card may be determined by:

- Unpaid Fines/Fees accumulating \$1 or more
- Overdue Materials not returned within 2 months

**Second-Party Authorization:**

Adult (ages 18+) cardholders may authorize a second-party(s) to check out items on hold or pay fines. The cardholder must be present to make this designation. The authorized party will then be recorded as a note on the cardholder's account. At time of check out the designated second-party must present the library card of the individual who reserved the material.

**Library Material Checkout:**

A patron must have a valid RPLD Library Card or present a valid IL Public Library card to checkout, place a hold, or obtain Library services.

Use of another's Library card is prohibited without second-party authorization from the cardholder. Parents/guardians cannot present their child's Library card for checkout or library services when the child is not present.

**Material(s) Renewal:**

Library materials/items may be renewed in person, by phone, or online via the SWAN catalog. The Library system provides automatic renewals of items twice per item. However, if an item is on hold for another patron or has exceeded the maximum renewal period it will not be renewable.

**Loan Periods Fines & Fees:**

Please see the loan periods, fines, fees, and quantity limits in the chart below. Fees shall not exceed the cost of material(s)/item(s) replacement.

| <b>MATERIAL LOANS</b>                                      |   | <b>Loan Period</b> | <b>Fines</b>              | <b>Item Limit</b> | <b>Number of Renewals</b> |
|--|---|--------------------|---------------------------|-------------------|---------------------------|
| <b>NEW BOOKS</b>   | 14 DAYS   | FINE FREE          | 50                        | NO RENEWALS       |                           |
| <b>NEW DVDS &amp; BLUE-RAYS</b>                            | 14 DAYS   | FINE FREE          | ADULTS: 5<br>JUVENILES: 2 | NO RENEWALS       |                           |
| <b>BOOKS</b>   | 14 DAYS   | FINE FREE          | 50                        | 2 RENEWALS        |                           |
| <b>AUDIO BOOKS, CDS, &amp; PLAYAWAYS</b>                   | 14 DAYS   | FINE FREE          | 5                         | NO RENEWALS       |                           |
| <b>DVDS &amp; BLU-RAYS</b>                                 | 14 DAYS   | FINE FREE          | ADULTS: 5<br>JUVENILES: 2 | NO RENEWALS       |                           |
| <b>REFERENCE MATERIALS (In-House Only)</b>                 | DO NOT CIRCULATE  |                    |                           |                   |                           |
| <b>RETURNS FROM OTHER LIBRARIES</b>                        | AUTOMATICALLY CHARGED AT LOANING LIBRARY'S RATE                   |                    |                           |                   |                           |
| <b>INTER-LIBRARY LOAN MATERIALS</b>                        | AUTOMATICALLY CHARGED AT LOANING LIBRARY'S RATE                   |                    |                           |                   |                           |
| A maximum of 50 items may be checked out on a patron card. |   |                    |                           |                   |                           |
| <b>FEES FOR LOST/DAMAGED/MISSING/UNRETURNED ITEMS</b>      |   |                    |                           |                   |                           |
| \$5.00   | Lost/Damaged Library Card   |                    |                           |                   |                           |
| \$1.00   | Missing/Damaged Library Card Labels (bar codes, name labels, etc) |                    |                           |                   |                           |
| \$1.00   | Missing/Damaged CD/DVD Flyer                                      |                    |                           |                   |                           |
| \$5.00   | Missing/Damaged CD, DVD, Blue Ray, AudioBook, or Playaway Cases   |                    |                           |                   |                           |
| \$3.00 per item  | CDs, DVDs, BlueRays, AudioBooks, or Playaways Left In Drop Box    |                    |                           |                   |                           |
| Replacement Cost   | Lost/Damaged/Unreturned Items                                     |                    |                           |                   |                           |

**Confidentiality of Patron Records:**

The Library recognizes that Patron Registration and Circulation records are confidential according to the Library Records Confidentiality Act, 75 ILCS 70/1-2. Information concerning a patron's library card will only be given to the cardholder recorded in the library database when they appear in person with the Library card or Photo ID. In the case of a minor who has incurred a fine/fee on their Library card, only the parent/guardian who signed responsibility will be given information concerning said charge. These records cannot be made public without a court order unless requested by Federal law under the USA Patriot Act.

The Library will do its due diligence to uphold the privacy and confidentiality of its patrons.