

TITLE: Library Cards
POLICY NUMBER: 205
EFFECTIVE DATE: 07/18/2018
REVIEW DATE: March 2020
SUPERSEDES POLICY NUMBER: none



1. Purpose: The Waukegan Public Library is open to all residents of the City of Waukegan under the rules and regulations as adopted by the Board of Trustees. Use may be extended to nonresidents under rules adopted by the Library, the Reaching Across Illinois Library System (RAILS), or the Illinois State Library.

Residents of Waukegan who wish to use library materials and resources must register and obtain a library card for their own use, or for use by an authorized user. Library cards holders (patrons) are responsible for all fines and fees associated with their library card. Patrons are encouraged to notify the Customer Service staff if their library card is lost or stolen to avoid any associated fees.

2. Obtaining a library card: Persons requesting a library card must provide proof of current residence and identity. Items which meet this criteria include:
 - Valid state Driver's License or ID card with current address listed
 - Or-
 - Two pieces of current identification with the full name of applicant, one which must have the current address. Only one item may be a piece of mail delivered by USPS.
 - Other items which are accepted as identification are:
 - Valid passport (foreign or domestic)
 - Valid consulate identification (Matricula Consular, etc.)
 - Employee or student ID card
 - Pay stub
 - Most recent federal or state tax return, Individual Taxpayer Identification Number (ITIN) letter
 - Current lease agreement
 - Current utility bill
 - Mail delivered within the last 90 days
 - Vehicle registration
 - Voter registration card
 - Personal check from current bank

Paper applications are available upon request.

Library cards remain valid and in "good standing" if the patron's information is current, fines and fees do not exceed \$10.00, and the expiration date has not passed or has been renewed. The library card is property of the library and may be confiscated for misuse.

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3. Minors: The parent or legal guardian of a minor child will be held responsible for materials borrowed and fines and fees accumulated on the child's card. Library staff does not act *in loco parentis* (see *Definition 5a*), and require that parents or guardians be responsible for the choices made and appropriateness of items borrowed by minor children.
4. Borrower definitions: Library borrowers are classified into the following categories when applying for a library card. These classifications are used to provide excellent and accurate service to all.
 - a. Adult Residents – Adult Residents are patrons in the ninth (9th) grade and above, or age 14 or older. These patrons are entitled to full privileges to library services and resources. Cards are issued for two (2) years.
 - b. Youth Residents – Youth Residents are patrons in the eighth (8th) grade or below, or who are under the age of 14. When a parent or guardian registers a minor child they accept responsibility for their child's card use. Cards are issued for two (2) years.
 - c. Property Owners – Property Owners are patrons who do not live in Waukegan but who pay real estate taxes for property owned within the city limits. These patrons are entitled to full privileges to library services and resources. Cards are issued for one (1) year.
 - d. Organizations and Businesses – Organizations or businesses with a Waukegan mailing address, verified by TIN paperwork or business permit, are issued a card in the name of the organization. These patrons are entitled to full privileges to library services and resources. Cards are issued for one (1) year.
 - e. Temporary – Temporary library patrons are temporary residents of Waukegan in housing considered to be any residence where the stay is of a short term nature. These patrons are limited to two items checked out at a time and are not able to borrow video games. Cards are issued for three (3) months.
 - f. Staff and Trustees – Staff and Trustees are patrons who are current members of the Library staff, or Board of Trustees. These patrons are entitled to full privileges to library services and resources. Cards are valid while serving the Waukegan Public Library. Leaving employment or service of the library will result in reclassifying the library card as an Adult Resident, if applicable, with standard privileges.
 - g. Fee patrons – Fee patrons do not live in any library service area and pay a fee which is set annually in accordance with Illinois state law. These patrons are entitled to full library privileges. Cards are issued for one (1) year and limited to two cards per household. These cards may be renewed with the payment of the set fee.

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- h. Homebound patrons – Homebound patrons are those who receive home delivery from the library and are limited to borrowing items with a three week loan period (21 days). Homebound patrons have the option to continue as Adult Resident borrowers with the help of an authorized user to check out and return materials for them according to regular loan periods. Homebound status may be verified by the Home Delivery Coordinator annually. Cards are issued for two (2) years.
 - i. Reciprocal borrowers – Reciprocal borrowers are patrons with current library cards in good standing from participating reciprocal libraries. These patrons are entitled to all library privileges and resources except for certain online resources/databases, as stipulated by the vendor. Reciprocal library cards have the same expiration date as their home library card. Library staff will confirm the borrower's card status at their home library at the time of registration or renewal.
 - j. Teachers – Teachers are patrons who are employed by a public/private school in the Waukegan Public School District 60, but do not live in the Waukegan Public Library service area. These patrons are entitled to full library privileges. Cards are issued for one (1) year.
5. Other definitions:
- a. In loco parentis – (a teacher or other adult responsible for children) in the place of a parent.
 - b. Feature DVD – any DVD other than Non-Fiction DVDs
6. Fines and Fees: All library users are responsible for fines and fees associated with their account as outlined in the Fines and Fee Policy.
7. Citations and Related References: 420 Fines and Fees
8. Enactment: By the enactment of this policy, the Board of Trustees of the Waukegan Public Library concurrently rescinds any prior policy or procedure within the Library that is either in conflict with or expansive of the matters addressed in this policy.

Adopted by the Waukegan Public Library Board of Trustees, July 18, 2018.

President, Waukegan Public Library Board of Trustees

Date