

**COAL CITY PUBLIC LIBRARY DISTRICT  
LIBRARY CARD POLICY\***

**ADOPTED BY  
THE BOARD OF TRUSTEES  
AUGUST 20, 2019**

**UPDATED  
DECEMBER 10, 2019**

**\*Denotes Legal Language**

## LIBRARY CARD POLICY

All residents of the Coal City Public Library District (the Library) are encouraged to apply for a Library card so that they may avail themselves of the variety of materials, services, and programs offered by the Library. Library cards will be provided as expediently as possible to facilitate participation in library services.

### Eligibility

Any person residing in the Coal City Public Library District will be eligible to receive a Library card.

Additionally, any person who, as an individual or as a partner, principal stockholder, or other joint owner, owns or leases property that is taxed for library service or is a senior administrative officer of a firm, business, or other corporation owning taxable property within the District, is eligible to receive a Library card upon presentation of the most recent tax bill or a copy of the commercial lease of that taxable property. The privileges and use of the Library is extended to only one such nonresident for each parcel of taxable property. A Library card shall accord the non-resident property owner cardholder all the services the issuing public library provides its residents, including reciprocal borrowing privileges.

Library Staff not residing in the Library District may also be issued a Library card.

### Ownership of Card

A Library card is issued to a specific person and is not transferable. The person to whom a card is issued is responsible for all use made of the card until it is reported lost or stolen. A Library card remains the property of the Library.

### Proof of Identity and Residency

A picture ID and recent proof of residency in the District will be required for Library card applicants to receive a Library

card. If the picture ID used does not verify the patron's recent (within 90 days) residence within the district, a second document verifying current residency must be provided.

Acceptable proof of identity and residency includes:

- Driver's license;
- State ID;
- Passport;
- U.S. military ID card;
- FOID card;
- Matrícula consular card;
- Cancelled mail with current postmark;
- Credit Card Bill (Visa, MC, Amex, Discover, etc.);
- Current Home Insurance Papers/Auto Insurance Cards;
- Bank Statement;
- Banking checks;
- Real estate tax bill from Grundy County, Illinois or Current Monthly Mortgage Statement or Coupon;
- Current lease;
- Current utility bill;
- Illinois Motor Vehicle Registration.

If no proof of residency is available, a borrower will be allowed to check out two items and their Library card will be mailed if said borrower provides a valid driver's license and represents that he or she is a new resident of the Coal City Public Library District.

### **Residency of Children**

A District resident under the age of 18 must be accompanied by a parent or legal guardian when applying for a Library card.

### **Non-Resident Library Cards**

A non-resident is defined as any person residing outside of an area served by a public library in the State of Illinois. A non-resident who wishes to use the library must apply for and pay for a non-resident library card at the public library that is closest to his or her residence.

Property Owners: The cost of non-resident library cards is determined in compliance with the guidelines set forth by the Illinois State Library, and the non-resident library card fee at

the Library shall be calculated using the tax bill method. The tax bill method multiplies a homeowner's EAV by the Library's current tax multiplier.

Non-resident taxpayers must bring in a copy of their current real estate tax bill to apply for a non-resident Library card.

Renters: Non-resident renters must bring in a copy of their current lease or rent receipt. The contract cost is 15 percent of the monthly rent. If the computed cost is less than the minimum fee, the minimum cost applies.

Tax-exempt Housing: For tax-exempt housing or nonresidents that can't provide a real estate tax bill or rent receipt the contract cost is based on the state library's general formula. The Library's tax income is divided by the Library District population to determine the cost per capita. The per capita figure is then multiplied by the average number of persons in a household in the district. If the computed cost is less than the minimum fee, the minimum cost applies.

Expiration: Non-resident contracts expire one year after the date of purchase. The expiration date is printed on the card. Nonresident card fees will be reviewed annually by the Board of Trustees and will be in effect on July 1<sup>st</sup> of each year.

### **Expiration/ Re-registration of Library Cards**

A Library card expires three (3) years after it is issued and may be renewed one (1) month prior to expiration. Any patron re-registering a Library card shall provide a picture ID and recent (within 90 days) proof of residency in the Library District. A parent may re-register a minor child without the child being present.

### **Use of a Library Card**

A Library card should be presented each time a patron wishes to check out materials or request account information at the checkout desk. Requests for patron account information will be provided over the phone as long as the individual provides his/her Library card barcode number. A patron may check out materials at self-checkout terminals by providing his/her Library barcode number in combination with a personal identification number.

### **Replacement of Library Cards**

Patrons are responsible for replacing cards that are lost, damaged beyond use, or stolen. A replacement fee may be charged.