

LOANS OF BOOKS AND OTHER MATERIALS

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PERSONS ENTITLED TO BORROWING PRIVILEGES

POLICY:

It is the policy of the Park Ridge Public Library to provide books and other materials for reading, recreation, study or reference to residents of Park Ridge and to certain qualified non-residents. Borrowing privileges shall also be granted to authorized institutions.

RULES:

1. No person may borrow books or other materials unless such person has a valid borrower's card, issued by the Park Ridge Public Library or a Library with which Park Ridge has a reciprocal borrowing agreement and is not delinquent.
2. A valid borrower's card must be presented each time Library materials are borrowed. If a patron has forgotten his or her card, an exception may be made if the patron can present valid identification.
3. Cards issued by the Park Ridge Public Library remain its property and use of such cards may be revoked or suspended by the Library for failure to comply with appropriate Library rules or for other reasonable cause.
4. The following types of borrower's cards will be issued to qualified individuals and will entitle holders to all Library privileges:

A. Resident - valid for three years:

Any legal resident of Park Ridge may, upon proper application and evidence of current home address, obtain a resident borrower's card at no charge, although there is a charge for replacement of a lost card. In the case of a child who has not yet entered seventh grade, the child's parent or legal guardian must countersign the application.

Children who have not attained seventh grade will be issued an unrestricted card that will entitle them to check out materials from the Library. Parents may restrict their children's borrowing to the Children's Department on request at registration.

B. Free Non-resident - valid for three years:

Individuals not legally residing in Park Ridge shall, upon proper application, be entitled to a free non-resident borrower's card under the following conditions:

1. Any person who pays real estate property taxes to support the Park Ridge Public Library.
2. Any individual, partner, principal stockholder or other joint owner who owns taxable property or is a senior administrative officer of a firm, business, or other corporation owning taxable property upon presentation of a recent tax bill or lease for property in Park Ridge.

Only one non-resident card will be issued for each parcel of taxable property or leased property.

C. Purchased Non-resident – valid for one year

Any person not residing in Park Ridge or otherwise qualifying for a free card may upon application and payment of the non-resident family fee, obtain a non-resident borrower's card according to the provisions of Illinois law.

5. Authorized institutions within the City of Park Ridge will not be issued library cards but may borrow materials from the Park Ridge Public Library. Authorized institutions include schools, preschools, licensed day care facilities and other educational institutions.
6. Each person who applies for a borrower's card shall be required to submit evidence of current home address; in the case of a non-resident applying for a free card, evidence of tax-paying or property lease is required.
7. Each person who renews a Library card, or applies for a replacement card, must submit evidence of current home address; in the case of a non-resident applying for a free card, evidence of tax paying or property lease is required.
8. Any person losing a Library card must notify the Park Ridge Public Library immediately. The cardholder is financially responsible for all materials checked out on that card prior to the date of notification. (Maximum liability is \$50.00.)

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