

## LOANS OF BOOKS AND OTHER MATERIALS

ID 1

### 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 that library card 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 16 or older 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. For residents under the age of 16, a parent or legal guardian must countersign the application and agree to be responsible for all late fees and lost or damaged items checked out on the library card issued to their child.

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. Qualified 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.)

## **LOANS OF BOOKS AND OTHER MATERIALS**

**I D 1a**

### **STUDENT CARDS**

#### **POLICY:**

It is the policy of the Park Ridge Public Library to enter into contracts with schools within the City of Park Ridge to provide limited borrowing privileges to students that reside in a community outside of the RAILS System or in an unincorporated area that is not taxed for library service so these students may borrow materials for school use.

#### **RULES:**

1. A current letter of agreement between the Park Ridge Public Library and the school must be on file at the beginning of the school year.
2. The school will provide a list of all eligible students at the beginning of each school year and will keep this list current by notifying the Library of any new students or students that have left the school.
3. The Library will issue a Student Library Card to each eligible student in kindergarten or above. This card must be presented each time Library materials are borrowed.
4. Student Library Cards are issued for the current school year and expire on the last day of the school year as determined by the school's official calendar.
5. A maximum of ten items may be checked out on a student card at any time.
6. The school is financially responsible for all lost or damaged materials and all outstanding overdue fines. Bills for long overdue items and outstanding fines will be sent to the school.
7. 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.
8. Student Library Cards may only be used at the Park Ridge Public Library.
9. Any student losing a Library card must notify the Park Ridge Public Library immediately. The school 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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