

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 qualification letter to eligible students at the beginning of each school year to present to the Library at the time of registration.
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 twenty 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 fines. Bills for long overdue items and outstanding fines will be billed 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 policy.
8. Student Library Cards may only be used at the Park Ridge Public Library.
9. Any student whose library card is lost and/or stolen must notify the Park Ridge Public Library immediately. The cardholder's maximum liability is \$50 on all materials checked out and not returned prior to notifying the Library.

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