

## 2—Library Cards and Accounts

A library card account is established for each registered member according to the provisions of this policy. A valid library card entitles the registered member to receive services including checkout of materials and participation in or registration for programs and events at the Library. All registered members are solely responsible for materials borrowed and services obtained on their library card.

### 2-1 District Residents

A Palatine Public Library District library card is issued without charge to an individual who (1) provides proof of current residency within the District boundaries and (2) agrees to abide by all District policies and procedures, as amended from time to time.

Proof of current residency for persons age 18 and older must include one form of government agency-issued identification including a photo of the resident. If the photo identification does not have the correct current address, a document including a current address is required.

A person living in or registered with a temporary group home or shelter in the Library's service area may provide proof of residency with a letter from the administrator of the facility confirming their registration. A photo ID must also be provided.

Youth under age 18 are issued a library card as noted under provision 2-4.

A valid library card is required for various services provided by the Library District. A valid library card is defined in Appendix 2A.

(Last Revised 29 Apr 2025; Effective 1 Jun 2025)

### 2-2 Nonresidents

An individual residing outside of the District may apply for a District library card when permitted under applicable state laws and regulations, multi-library agreements, and Board action. An applicant for a nonresident library card must (1) provide photo identification and proof of current residency in an eligible area, (2) pay the required annual fee, and (3) agree to abide by all Library policies and procedures, as amended from time to time.

The annual fee for a nonresident library card is calculated as follows:

1. For a homeowner, the fee will equal the current Equalized Assessed Valuation figure on their residence multiplied by the current combined tax rate of the Palatine Public Library District.
2. For a tenant, the annual fee will equal 15 percent of the monthly rental fee paid on the residence. The renter must provide a copy of the rental lease or a current rent receipt for verification purposes.
3. For nonresident youth, under the age of 18, the fee will be waived. The card will be valid only for the individual.
4. For nonresident disabled veterans and their spouses, the fee will be waived.

For household members living at the same residence as the nonresident library cardholder who has paid the nonresident fee, a library card will be available at no additional charge upon proof of current payment of the annual fee described above and proof of residency at the nonresident address at issue.

Upon completion of registration, the individual will be a nonresident cardholder entitled to all rights and privileges accorded District resident cardholders. A nonresident library card is valid only for 12 months. The nonresident homeowner or tenant and their family members must renew library card registration by presenting their library cards, re-establishing eligibility, and paying the applicable annual fee. No refunds for partial years are issued. (Last Revised 29 Apr 2025; Effective 1 Jun 2025)

## **2-3 District Property Owners who are Nonresidents**

In accordance with 76 ILCS 16/30-55.60, a nonresident who, as an individual or as a partner, principal or stockholder, or other joint owner, owns taxable property within the District or is a senior administrative officer of a firm, business, or other corporation owning taxable property within the District, may obtain one library card for that parcel of property at no charge.

An applicant for a nonresident property owner library card must (1) present the most recent tax bill upon the taxable property and (2) agree to abide by all Library policies and procedures, as amended from time to time.

The library card shall be issued in the name of one qualifying person, and not a corporation or other entity. No additional owner, employee, or family member cards shall be issued.

Upon completion of registration, the individual shall be a nonresident cardholder entitled to all rights and privileges accorded District resident cardholders. A nonresident library card shall be valid for 12 months. To continue receiving cardholder services, the nonresident property owner must renew library card registration annually by presenting their library card and re-establishing eligibility. (Last Revised 21 Jun 2022; Effective 1 Jul 2022)

## **2-4 Youth**

Library cards are available to individuals of all ages. Youth access to specific library services, as well as the right to privacy, is governed by Board policy and any applicable laws.

A child under the age of 18 may become a cardholder only with the written consent of the applicant's custodial parent, legal guardian, or legal foster parent. The parent or guardian's identification and proof of residency may be accepted if the child does not have the required identification. Children under age 14 need not be physically present when a parent, legal guardian, or legal foster parent applies for a library card on the child's behalf.

The parent or guardian is fully responsible for the account of the cardholder under 18 years of age. Parents have the right to revoke the child's library card up to the age of 18. (Last Revised 18 Feb 2020; Effective 1 Mar 2020)

## **2-5 Reciprocal Borrowers**

Borrowing privileges are extended to individuals who are valid cardholders of other Illinois libraries in conjunction with the statewide reciprocal borrowing agreement upon completion of registration with the District.

Borrowing of District materials is permitted when an individual agrees to abide by all District policies and procedures, as amended from time to time, and either is already a member in good standing at a CCS (Cooperative Computer Services) consortium library or (1) provides proof, including a photo, of identity as the cardholder listed on the library card and (2) establishes good standing as a library cardholder at their home library.

Reciprocal borrowers are limited in their access to certain services and materials, as set forth in Appendices 2A and 2C. (Last Revised 18 Aug 2020; Effective 1 Sept 2020)

## **2-6 Business Library Cards**

Businesses and not-for-profit organizations located in the District service area are eligible to receive one business library card upon annual presentation of (1) the owner's or manager's personal photo identification and (2) the business's current tax bill, lease agreement, or utility bill. The person whose name appears on the card will be responsible for all resources checked out and any charges assessed to the card. Business cards are valid for one year and may be renewed upon presentation of the aforementioned documents.

The business library card may not be used at other libraries. Business library cards from other libraries are not honored for the purposes of reciprocal borrowing. (Last Revised 18 Aug 2020; Effective 1 Sept 2020)

### **2-6.5 Teacher Library Cards**

K-12 educators who work at a school located within the Library District, including all District 15 schools, are eligible for a Teacher Library Card. Preschools within the district are eligible for a Business Library Card. Educators must present their (1) personal photo identification and (2) proof of employment at a school within our library district boundaries. Acceptable proof of employment includes a paystub, school ID, or letter signed by the principal on school letterhead. Proof of employment must include the school's name.

The person whose name appears on the card will be responsible for all resources checked out and any charges assessed to the card. Teacher cards are valid for one year and may be renewed upon presentation of the aforementioned documents.

The Teacher library card may not be used at other libraries. The Teacher library cards from other libraries are not honored for purposes of reciprocal borrowing. (Last Revised 2 Oct 2025; Effective 1 Nov 2025)

## **2-7 Staff Cards**

A Library card is issued to each employee upon employment at the Library. These cards are for use only at Palatine Public Library District

facilities and may not be used for reciprocal borrowing. Staff who already have a Palatine Library card will be given a staff designation.

When an employee leaves the Library, their staff designation will be removed, or the card will be revoked if they do not live in the Library's service area. (Approved 11 Oct 2012; Last Revised 18 Aug 2020; Effective 1 Sept 2020)

## **2-8 Misrepresentation of Eligibility**

Any person who misrepresents their identity, address, or other relevant information in attempting to obtain or to use a library card will forfeit their eligibility for a District library card, extended access privileges, and reciprocal borrowing privileges for up to three years. Such forfeiture of eligibility may be authorized by the Executive Director or designee. Individuals have a right to request a hearing before the Board of Library Trustees to appeal this decision. Sanctions, up to and including prosecution for fraud or theft of library services, may result, as circumstances warrant. (Last Revised 16 Apr 2024; Effective 1 May 2024)

## **2-9 Identification of Member**

To facilitate member identification, the District takes and maintains a photograph of the cardholder in Library records.

If a member has a photo in the database and that person does not have their library card or any identification at hand, staff may enter the name of the person as listed on the member record. If the photo of that person matches the person present, staff may provide service including checkout of material.

Any cardholder age 14 and older who does not have a photo in the database may be required to present their library card and a valid picture identification with a library card transaction. In such case, the only acceptable forms of identification are those described in provision 2-1. Any cardholder who refuses to provide adequate picture identification will not be permitted to borrow Library materials. Cardholders under age 14 who do not have a photo in library records must have their library cards with them or must be able to reply correctly to one or two qualifying questions about data in their account record in order to check out materials. The Library reserves the right to request additional identification of cardholders before checking out materials. (Approved 29 Apr 2025; Effective 1 May 2025)

## **2-10 Lost or Stolen Card**

Each member is responsible for their own library card. Cardholders are responsible for all resources checked out on their library cards. The library card may be used only by the individual cardholder to whom it is issued unless the cardholder has given written permission for another person to have access to their account for the purpose of checking out materials or managing activity of the account.

Lost or stolen cards must be reported immediately to the Library to prevent unauthorized use. There is no fee for providing such notice. Upon receipt of notice of a lost or stolen library card, the Library will invalidate the library card number. Any resources lent following receipt of such notice will be the responsibility of the Library and not of the member.

Unauthorized use of another's library card may be considered fraud or theft. Further action may be taken by the Library as circumstances warrant. A cardholder who lends their card to a District nonresident to obtain library services to which he or she is not entitled may have their cardholder privileges suspended for a period of up to three years.  
(Approved 27 May 2009; Last Revised 21 Jun 2022; Effective 1 Jul 2022)

## **2-11 Replacement Cards**

Members may request a new card to replace a lost or stolen card at no charge. Member accounts must have a balance under \$10.00 in order for the card to be replaced. (Approved 27 May 2009; Last Revised 21 Jun 2022; Effective 1 Jul 2022)

## **2-12 Permission to Pick Up Materials**

Members may permit one or more designated persons to pick up items on hold for them. When a designated person picks up a hold, the items will be checked out on the record of the designated member. (Last Revised 18 Aug 2020; Effective 1 Sept 2020)

## **2-13 Change in Member Registration Information**

Cardholders must notify the District of any changes in name and address.

Use of a resident card after moving outside of the District boundaries is neither lawful nor permitted.

Continued access to Library resources and services may be re-established through nonresident card purchase or registration as a reciprocal borrower, where applicable. (Approved 9 Dec 2004; Last Revised 18 Aug 2020; Effective 1 Sept 2020)

## **2-14 Fees and Charges**

The Board reserves the right to establish fines, fees, and charges as necessary, including overdue fines; fees for damage to Library material or Library property; fees for failure to return Library material; and charges for meeting rooms or services.

In order to reduce economic barriers to access to library materials and services, and to increase library card adoption and usage, the Library will not charge overdue fines for materials that are returned late.

Current fees and charges are listed in Appendix 2B. The Library uses a materials recovery service to assist in the recovery of overdue materials, fines, and fees.

Fees accrued by District members may be waived by the department manager or designee when, in their judgment, there are mitigating circumstances. It is the goal of the Library to assist members in maintaining valid accounts, as defined in Appendix 2A, so cardholders have access to all services. (Approved 18 Nov 1981; Last Revised 21 Jun 2022; Effective 1 Jul 2022)

## **2-15 Notices**

The Library sets loan periods for return of materials (See Appendix 2C). The Library notifies members a few days before an item is due and notifies members when items are overdue. These notices are sent as a courtesy to members, and all fees for unreturned materials are due to the Library whether or not the member sees or receives any notice. It is each member's responsibility to return items before or when due. (Approved 11 Oct 2012; Last Revised 29 Apr 2025; Effective 1 Jun 2025)

## **2-16 Extended Access**

Extended Access privileges allow residents to utilize library locations during designated unstaffed hours. To obtain Extended Access privileges, users must first register in person at any Palatine Library District location and sign an acceptable use agreement. Users must be at least 16 years of age with a valid library card and balance under \$10.00. Nonresident

cardholders, business library cardholders, and reciprocal borrowers are eligible for Extended Access privileges. Extended Access privileges are good with a valid card as long as the user is not in violation of the acceptable use agreement. (Approved 15 Feb 2022; Last Revised 29 Apr 2025; Effective 1 Jun 2025)

**Policy 2 Comprehensive Review: Approved 9 Apr 1986; (Last Revised 2 Oct 2025; Effective 1 Nov 2025)**