

2—Library Cards and Accounts

A library card account is established for each registered patron according to the provisions of this policy. A valid library card entitles the registered patron to receive services including checkout of materials and participation in programs and events at the Library. ~~Each~~ All registered patrons ~~is~~ are solely responsible for all materials borrowed and services obtained on ~~his~~ or her 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 ~~his or her~~ 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 14 and ~~over~~ 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 who is 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 14 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.

Because the ~~District Library~~ is primarily financed by District taxpayers, staff makes all reasonable efforts to extend District resident status only to current District residents. To this end, all resident cardholders are required to renew their borrowing privileges by verifying the current address is in the Library's service area at least every ~~3~~ three years. Patron accounts must have a balance under \$5.00 in order for the card to be renewed. (Revised 5-27-09; Last Revised 6-13-18, Effective 7-1-18)

2--2 Non-~~Residents~~ residents

An individual residing outside of the District may purchase a District library card when permitted under applicable state laws and regulations, multi-library agreements, and Board action. An applicant for a non-resident library card must (1) provide photo identification and proof of ~~his or her~~

current residency in an eligible area, (2) pay the required annual fee, and (3) agree to abide by all District Library policies and procedures, as amended from time to time.

The annual fee for a non-resident library card is calculated as follows:

1. For a homeowner, the fee will equal the current Equalized Assessed Valuation figure on his or her their residence multiplied by the current combined tax rate of the Palatine Public Library District ~~(Corporate fund plus all special funds)~~.
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 a household member living at the same residence as the non-resident library cardholder, 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 non-resident address at issue.

Upon completion of registration, the individual will be a non-resident cardholder entitled to all rights and privileges accorded District resident cardholders. A non-resident library card is valid only for the twelve 12 months following payment of the annual fee. The non-resident homeowner or tenant and his or her 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. (Revised 1-14-09; Last Revised 6-13-18; Effective 7-1-18)

2-3 District Property Owners who are Non-~~Residents~~residents

In accordance with 76 ILCS 16/30-55.60, a non-resident 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 non-resident property owner library card must (1) present the most recent tax bill upon the taxable property and (2) agree to abide by all District 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 non-resident cardholder entitled to all rights and privileges accorded District resident cardholders. A non-resident library card shall be valid only for the ~~twelve~~ 12 months following registration. To continue receiving cardholder services, the non-resident property owner must renew library card registration annually by presenting ~~his or her~~ their library card, ~~and re-~~ establishing eligibility, ~~and paying the new annual fee.~~ (Reapproved 1-14-09; Last Revised 6-13-18, Effective 7-1-18)

2-4 Youth

Library cards are available to individuals of all ages. Youth ~~under fourteen~~ younger than 14 years of age will provide their birth date when applying for a library card. 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 ~~fourteen~~ 14 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. The parent or guardian is fully responsible for the account of the cardholder under ~~fourteen~~ 14 years of age. 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.

Cardholders between the ages of ~~fourteen~~ 14 and ~~seventeen~~ 17 inclusive, are responsible for all fines, fees, and other obligations relating to their library card usage. However, the parent or guardian of cardholders between the ages of ~~fourteen~~ 14 and ~~seventeen~~ 17 inclusive may also be held liable for loss of or damage to library property, or fines and fees incurred by such cardholder, to the extent allowable under applicable laws.

(Revised 5-27-09; Reapproved 3-8-17)

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 (1) provides proof, including a photo, of identity as the cardholder listed on the library card, (2) establishes good standing as a library cardholder at ~~his or her~~ their home library, and (3) agrees to abide by all District policies and procedures, as amended from time to time.

Reciprocal borrowers are limited in their access to certain services and materials, as set forth in Appendixes ~~2A~~ and 2C. (Reapproved 5-27-09; Reapproved 3-8-17)

~~2-6~~ Business Library Cards

Businesses and not-for-profit organizations located in the Palatine Public Library District service area are eligible to receive one ~~B~~Business ~~L~~Library ~~C~~Card upon annual presentation of: (1) the owner's ~~or~~ 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 ~~B~~Business ~~L~~Library ~~C~~Card may not be used at other libraries. ~~B~~Business ~~L~~Library ~~C~~Cards from other libraries are not honored for purposes of reciprocal borrowing. (Revised 5-27-09; Last Revised 6-13-18, Effective 7-1-18)

~~2-7~~ ~~Computer-Computer-~~Use and Program Cards

A ~~computer-computer-~~use and program card may be issued without charge to any individual who:

(1) ~~is~~ is not eligible for any full-service Illinois public library card via residency within a library service area or via purchase of a nonresident card;

(2) ~~completes the District's Library's~~ completes the District's Library's computer-use and program card application form; ~~and;~~

(3) ~~agrees to abide by all District Library~~ agrees to abide by all District Library policies and procedures, as amended from time to time.

This computer-use and program card is for use at Palatine Public Library District facilities only and cannot be used to obtain any other District services nor services at any other Library.

A computer-use and program card will be valid for ~~twelve (12)~~ months following registration or renewal. A computer-use and program cardholder may renew privileges upon presenting acceptable photo identification.

Issuance of this card subjects the cardholder to all policy restrictions related to library cards ~~including applicable portions of sections on youth and sections on misrepresentation of eligibility through lost or stolen card of the Library Card policy.~~ (Adopted 10-4-07; Last Revised 6-13-18, Effective 7-1-18)

2-8 Staff Cards

A Palatine Public Library District card is issued to each employee ~~(not already having a Palatine Library card)~~ 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 ~~When an employee who does not live in the Library's service area leaves the employ of the library, that person's account designation as staff is removed.~~ (Approved 10-11-12; Last Revised 6-13-18, Effective 7-1-18)

2-9 Misrepresentation of Eligibility

Any person who misrepresents ~~his or her~~ their identity, address, or other relevant information in attempting to obtain or to use a library card will forfeit ~~his or her~~ their eligibility for a District library card and for reciprocal borrowing privileges for up to three years. Such forfeiture of eligibility may be authorized by the Library 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. (Revised 5-27-09; Reapproved 3-8-17)

2-10 Identification of Patron

In its continuing obligation to safeguard District property and services, District staff requires picture identification in conjunction with library card issuance. To facilitate patron identification, the District takes and maintains a photograph of the cardholder in ~~the~~ library records, to be updated at least every ~~3~~ three years.

If a patron has a photo in the database and that person does not have ~~his or her~~ their library card or any identification at hand, staff may enter the name of the person as listed on the patron 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 ~~his or her~~ their library card and a valid picture ~~ID~~ 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 ~~District~~ 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 card-holders before checking out materials. (Revised 5-27-09; Reapproved 3-8-17)

~~2-~~11 Non-transferability of Library Cards and Linking Records

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 ~~his or her~~ their account for the purpose of checking out materials or managing activity of the account. Patrons may elect to have records linked to others in their family or household or with one or more other designated, registered patrons. ~~Linking is opt-in and a~~ A patron will ~~only~~ be linked to others ~~only~~ by ~~his or her own~~ written consent. Linking of records ~~only~~ applies only to management of information about library materials that are checked out and not to any other program or service.

In addition to or instead of the linked records option, patrons may permit one or more designated persons to pick up items on hold for them. When ~~one of these~~ a designated persons picks up a hold, the item(s) will be checked out on the record of the requesting patron.

A cardholder who lends ~~his or her~~ their card to a ~~non~~-District nonresident to obtain library services to which he or she is not entitled may have ~~his or her~~ their cardholder privileges suspended for a period of up to three years. Such suspension can ~~only~~ be authorized only by the Library Executive Director or designee. Individuals may request a hearing before the Board of Library Trustees to appeal this decision.

Attempted or completed unauthorized use of another's library card may be considered fraud or theft. Further action may be taken by the

~~District~~Library, as circumstances warrant. (Revised 5-27-09; Last Revised 3-8-17, Effective 4-1-17)

~~2-12~~ Lost or Stolen Card

Each patron is responsible for ~~his or her~~ their own library card. Cardholders are responsible for all resources checked out on their library cards. 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 patron. (Reapproved 5-27-09; Last Revised 6-13-18, Effective 7-1-18)

~~2-13~~ Replacement Cards

As set forth in Appendix 2B: Schedule of Fines and Fees, a fee is charged for issuance of a replacement for a lost library card. Patron accounts must have a balance under \$5.00 in order for the card to be replaced. (Reapproved 5-27-09; Last Revised 3-8-17, Effective 4-1-17)

~~2-14~~ Change in Patron Registration Information

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

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

Continued access to Library resources and services may be re-established through non-resident card purchase or registration as a reciprocal borrower, where applicable. (Adopted 12-9-04; Last Revised 3-8-17, Effective 4-1-17)

~~2-15~~ Fines, Fees, and Charges

The Board reserves the right to establish fines, fees, and charges as necessary. ~~Current fees and charges are listed in Appendix 2B. The Library uses a Materials Recovery Service to assist in the recovery of overdue materials and fines (monies charged for returning borrowed materials past the due date) and fees. (Adopted 4-9-86, Reapproved 3-8-17)~~

~~2-16~~ Fines and Fees

~~The Board of Trustees may authorize including overdue~~ fines; and fees for damage to ~~any book or other li~~brary material, or ~~to any real or personal~~

~~property belonging to or in the custody of the Library property; and fees for failure to return any Library book or other material; and charges for meeting rooms or services or personal property belonging to or in the custody of the library.~~

Current fines, 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.

Fines may be waived by the Circulation Manager or designee when, in ~~his/hert~~their judgment, there are mitigating circumstances. It is the goal of the Library to assist patrons in maintaining valid accounts, as defined in Appendix 2A, so cardholders have access to all services.

~~A charge including a processing fee is levied for lost and damaged materials.~~

~~A charge is assessed for damage to materials.~~ Patrons may replace lost or damaged items with an exact ISBN match. Replacement items must be new and not used. Otherwise patrons are to pay the specified replacement fee. In either case, a processing fee is assessed.

~~A schedule of fees and fines is located in Appendix 2B.~~ (Adopted 11-18-81; Last Revised 6-13-18, Effective 7-1-18)

~~2-1617~~ Fine and Fee Notices

The Library sets loan periods for return of materials. (See Appendix 2C). The Library notifies patrons by email (for those who have an email address listed in the database) a few days before an item is due and notifies patrons by email or U.S. mail when items are overdue and fines are accruing. These notices are sent as a courtesy to patrons, and all fines and fees accrued are due to the Library whether or not the patron sees or receives any notice. It is each patron's responsibility to return items before or when due. (Approved 10-11-12; Last Revised 6-13-18, Effective 7-1-18)

Policy 2 Comprehensive Review: Adopted 4-9-86; Last Revised 6-13-18, Effective 7-1-18.

APPENDIX 2A—Certain Rules and Restrictions on the Use of Services and Facilities

Individuals who are library cardholders in good standing at public libraries participating in the Illinois statewide reciprocal borrowing program may check out materials from the Palatine Public Library District, subject to the same rules and limitations as Palatine Public Library District cardholders. Additional restrictions on materials are listed in Appendix 2BC.

Staff may impose additional limits based upon information regarding school assignments. Staff will evaluate and will impose such limits based upon the number of students to be served, the impact on other patrons' access to the portion of the collection affected, and other relevant factors.

Only Palatine Public Library District cardholders with valid Palatine Library cards ~~may~~ place hold requests (~~reserves~~) on library materials or receive interlibrary loan service. A valid card is defined as ~~a library card~~ one which that is not expired and ~~which~~ has less than \$5.00 in outstanding fines and fees.

Because of popular demand, registration for some programs, including the Summer and Winter Reading Programs, are limited to Palatine Public Library District cardholders with valid cards.

Use of some computer stations is limited to Palatine Public Library District cardholders with valid cards. (See Appendix 10A).

Additional rules and restrictions on the use of services and facilities by individuals who are not Palatine Public Library District cardholders may be established by staff, subject to the approval of the Executive Director.

(Appendix referenced in Policies 2, 3, and 8. Approved by PPLD Board of Trustees 10-11-06, Last Revised 6-13-18, Effective 7-1-18)

APPENDIX 2B – Schedule of Fines, ~~and Fees, and Charges~~

Overdue MaterialsFines	Daily Fine	Maximum Fine/Item
Print materials and eReaders	\$.20	\$ 5.00
Audiovisual materials other than DVD	\$.20	\$ 5.00
Pop Picks: Books & Magazines	\$1.00	\$10.00
All DVDs, Blu-ray discs, Video Games, and Roku	\$1.00	\$10.00
Equipment and kits	\$1.00	\$10.00

Service	Fee
Photocopies and printouts (computer and microreader)	\$ 0 .10 per page –black and white \$ 0 .25 per page –color
Portable Memory	Cost varies upon data storage capacity and format
Non-resident library card	Annual fee based on EAV and PPLD tax rate for homeowners, or 15% of monthly rent for renters, per Policy 2 –2
Replacement library card	\$2.00
Lost or damaged item	Cost of item plus \$5.00 processing charge (Item value \$5.00 or more) Cost of item plus \$2.00 processing charge (Item value less than \$5.00)
Processing charge (missing insert, booklet, or jacket)	\$2.00
Interlibrary loan & periodical article request	Patron responsible for any fees imposed by lending library, including shipping, whether item is picked up or not. \$1.00 per day for each overdue item
Accounts sent to C ollection A gency	\$10.00 fee

APPENDIX 2B – Schedule of Fines, and Fees, and Charges (continued)

Meeting Room Use ~~Fees~~Charges

Library staff will assign rooms based upon the needs of the organization.

<u>Base Fees for up to 4 hours*</u> <u>(includes standard room setup)</u>	<u>Not-For-Profit</u> <u>Organization</u>	<u>For-Profit</u> <u>Organization</u>
<u>Room 1 (large)</u>	<u>\$15.00</u>	<u>\$100.00</u>
<u>Rooms 2 and 3, Board Room (small)</u>	<u>\$10.00</u>	<u>\$ 50.00</u>
<u>*Each additional hour fee</u>	<u>\$5.00</u>	<u>\$25.00</u>

<u>Base Fees for up to 4 hours*</u> <u>(Includes standard room setup)</u>	<u>Not-For-Profit</u> <u>Organization</u>	<u>For-Profit</u> <u>Organization</u>
<u>Rooms 2 and 3 (small)</u> \$10.00		<u>\$ 50.00</u>
<u>Room 1 (large)</u>	<u>\$15.00</u>	<u>\$100.00</u>
<u>*Each additional hour fee</u>	<u>\$5.00</u>	<u>\$25.00</u>

Standard Room Setups

- Room 1 _____ 65 chairs, theater style, and 2 tables
- Room 2 _____ Tables and chairs, hollow square, to seat 24
- Room 3 _____ Tables and chairs, rectangle, to seat 12
- Board Room _____ Tables and chairs, hollow square, to seat 16

–Additional Fees—Charges

	<u>Not-For-Profit</u> <u>Organization</u>	<u>For-Profit</u> <u>Organization</u>
<u>Room Rearrangement</u> <u>(for any setup other than standard)</u>	<u>\$10.00</u>	<u>\$10.00</u>
<u>Refreshments</u>	<u>\$15.00</u>	<u>\$30.00</u>
<u>Extraordinary Cleanup</u>	<u>At cost</u>	<u>At cost</u>

	<u>Not-For-Profit</u> <u>Organization</u>	<u>For-Profit</u> <u>Organization</u>
<u>Room Rearrangement Fee</u> _____	<u>\$10.00</u> _____	<u>\$10.00</u> _____
_____ (For any setup other than standard)		
<u>Refreshment Fee</u> _____	<u>\$15.00</u> _____	<u>\$30.00</u> _____
<u>Extraordinary Cleanup</u> _____	<u>at cost</u> _____	<u>at cost</u> _____

(Appendix referenced in Policies 2, 3, and 8. Approved by PPLD Board of Trustees 5-1-05; Last Revised 6-13-18, Effective 7-1-18)

APPENDIX 2C-Schedule of Loan Periods and Restrictions

NOTE to Board: We propose removing the table below and replacing it with the "Proposed" table on the next page, which more closely mirrors the handouts we give to patrons.

Material	Loan Periods	Renewals	Holds Placed	Max Loaned	Reciprocal
Equipment and Kits	7 days	Two	Yes	5	0
Video Games	7 days	Two	Yes	3	3
Popular Picks	7 days	No	No	5	5
New DVDs, New Blu-rays and entertainment Blu-ray	7 days	Two	Yes	5	5
Magazines and New CDs	7 days	Two	Yes	No Limit	No Limit
Rokus	14 days	Two	Yes	5	0
Entertainment DVDs	14 days	Two	Yes	No Limit	No Limit
eReaders	21 days	Two	Yes	No Limit	0
Books Nonfiction DVDs and Blu-ray CDs, Audiobooks, Youth book-CD sets, Playaways, and CD-ROMs	21 days	Two	Yes	No Limit	No Limit
Maximum Limit			100	200	200

Note: loan periods for ebooks, digital audiobooks, and other subscription resources are set by the vendor

(Appendix referenced in Policies 2, 3, and 8. Approved by PPLD Board of Trustees 10-4-07;
Last Revised 10-17-18, Effective 11-1-18)

CURRENT						
Material	Loan Period (Days)	Renewals	Hold*s*	Resident Limit	Reciprocal Borrower Limit	Daily Fine
Fiction & Nonfiction Books, eReaders	21	2	yes	no limit	no limit	\$0.20
Popular Pick Books/Magazines	7	no	no	5	5	\$1.00
New CDs	7	2	yes	no limit	no limit	\$0.20
CDs, Audiobooks, Playaways, Youth Book w/CD or DVD	21	2	yes	no limit	no limit	\$0.20
Blu-ray discs (Entertainment), New DVDs	7	2	yes	5	5	\$1.00
DVDs (Entertainment)	14	2	yes	no limit	no limit	\$1.00
DVDs, Blu-ray discs (Nonfiction)	21	2	yes	no limit	no limit	\$1.00
Video Games	7	2	yes	3	3	\$1.00
Magazines	7	2	yes	no limit	no limit	\$0.20
Equipment & Kits	7	2	yes	5	0	\$1.00
Rokus and WiFi Hotspots	14	2	yes	5	0	\$1.00
Maximum			100	200	200	

PROPOSED						
Material	Loan Period (Days)	Renewals	Hold*s*	Resident Limit	Reciprocal Borrower Limit	Daily Fine
Print	21	3	yes	no limit	no limit	\$0.20
Popular Picks	14	no	no	5	5	\$1.00
Movies	21	3	yes	no limit	no limit	\$1.00
Movies New	14	3	yes	10	10	\$1.00
CDs & Audiobooks	21	3	yes	no limit	no limit	\$0.20
CDs New	14	3	yes	no limit	no limit	\$0.20
Video Games	14	3	yes	5	5	\$1.00
Equipment & Kits	14	3	yes	5	0	\$1.00
Maximum			300	300	300	

*Reciprocal borrowers may not place holds.
Loan periods for ebooks, digital audiobooks, and other subscription resources are set by the vendor.