



LIBRARY CARD & LOAN POLICY

Residents and La Grange Park Property Owners

Any person who resides within the Village of La Grange Park will be issued a library card upon application without a fee. Applicants are required to provide proof of residence. Acceptable items of proof are a valid driver's license or other valid photo ID. If a photo ID has not been updated with a current address, a current lease, mortgage statement or utility bill can be presented. If the applicant has no proof of address, a postcard can be mailed to the residence and brought to the library as identification. The library card of an applicant under the age of 18 will be issued as soon as a parent or guardian has signed the statement of responsibility and proof of residence has been provided.

Business owners within the library district may also obtain a La Grange Park Public Library card. The card shall accord the property owner all the services the La Grange Park Public Library provides its residents. Applicants are required to provide proof of ownership. This privilege may be extended to only one person for each parcel of taxable property.

Teacher Loan Cards

Through an intergovernmental cooperative agreement with La Grange Elementary School District 102, certified teachers employed in the District are eligible for a Teacher Loan Card. The Library will receive a list of eligible staff members each year. Teachers will apply in person for the cards and must present identification. Cards are to be used at the La Grange Park Public Library for curriculum and instructional support and will be in effect for the length of the school year. Current loan policies will be in effect for all materials checked out.

Library Cards

Parents or guardians must sign applications for children under 18 years of age. If a current library card is lost or misplaced, there will be a fee of \$1.00 to replace the card. If a card is lost, stolen, or assumed to be stolen, the library must be notified immediately so that a stop can be put on the card to prevent illegal use. The holder of the card will be exonerated from liability for items that may be checked out on the lost or stolen card, effective upon the date of notification. Any person who has unpaid overdue fines, overdue material, or lost or damaged materials at any other library in Illinois will not be allowed to obtain a library card.

The library should be notified of any change of name, address, or phone number. Borrowers may be asked to provide proof of residency every three years or upon request. All valid RAILS cards will be honored by the La Grange Park Public Library District, subject to its regulations and procedures.

Lending Procedures

Library materials are available to all patrons under the library's policies and procedures. Items not available in the La Grange Park Public Library collection may be available through interlibrary loan (ILL). Once an item is available, the borrower will be notified and the item will be held for seven days. Vacation loans are available upon request. All borrowers should present their library card at time of checkout. Borrowers without their library card may check out materials with appropriate identity verification.

Overdue fines are \$.10 per day, per item. Any La Grange Park Library cardholder who has \$20.00 or more in overdue fines or bills (items not returned) may not check out library materials. Overdue fines will not exceed the cost of the item.



All materials, excluding Hot Picks, check out for three weeks and may be renewed up to two times if no holds exist. Hot Picks check out for two weeks and are not eligible for renewals, nor can they be placed on hold. Some exceptions to these loan rules may exist for special collections such as technology and other equipment rentals.

Overdue Notices and Bills

Notices: When library materials have been overdue for 14 days, a reminder notice is automatically mailed or emailed to the cardholder from the SWAN system. Notices are sent as a courtesy and failure to receive an overdue notice does not constitute cause for removal or reduction of overdue fines.

Lost Material: If, after 42 days, the overdue material still has not been returned to the library, this material will be deemed lost and billed to the patron's record. Interlibrary loan materials are billed in accordance with rates and policies established by the lending library. Any library material reported lost that was paid for and subsequently found becomes the property of the patron.

Damaged Material: If an item has been damaged to such an extent, or in such a way, that it cannot be retained in the library's collection, the cardholder will be billed for the item. Patrons will be billed according to the owning library if owned by another library. Patrons may choose to purchase a replacement copy of a lost or damaged item. The replacement item must have a matching ISBN in new condition and any replacement media must be in its original, sealed packaging.

Collection Placement: After an item is 45 days past due and your account balance equals \$50 or more, the library will forward outstanding debts to Unique Management Services, Inc. a library materials recovery agency. A service charge of \$10 is added for each collection placement. Unique Management will contact patrons to request the return of the overdue materials and payment of all outstanding charges. After 165 days past due, bills totaling \$250 or more will be reported as overdue accounts to a credit reporting agency.