

Borrower Application Policies

In order to obtain a library card, a patron must complete an application form in person and show two forms of identification in person at the Worth Public Library District.

Residents of the Worth Public Library District

1. All persons who are residents of the Worth Public Library District may be issued a library card without charge. This card may be used at libraries throughout the Metropolitan Library System and the state in accordance with reciprocal borrowing policies of Worth Public Library District and other participating libraries.
2. First-time applicants may begin the registration process online by filling out the form on the library's website. Applicants will be given a temporary library card number that expires in 14 days. The temporary card number allows access to the library's online research databases only. Applicants must visit the library within 14 days to present proofs of residency and complete the registration process.
3. Patrons renewing Worth Public Library cards must renew their cards in person.
4. **Two current forms of identification must be presented when applying for or renewing a library card and must show an address within the boundaries of the Worth Public Library District.**
 - One current form of legal identification with picture. This includes, but is not limited to: driver's license, state-issued identification card, or other official picture identification (i.e. Firearms Owners Identification card, school identification card, etc.).
 - A second current form of identification. This includes, but is not limited to: a current piece of mail addressed to the applicant, a current property tax bill, a current voter's identification card, a current utility bill in the patron's name, a current auto insurance card, or a current bank statement.
 - A lease, a contract to buy a home, credit cards, store reward cards, junk mail (mail addressed "To Resident"), and the like are not accepted as proof of residency.
5. A minor under the age of eighteen [18] may be issued a library card when a parent or legal guardian shows identification as specified in this policy and signs the application. Applications must be filled out and signed at the library. The parent or legal guardian who signs the application is responsible for all items checked out on the minor's card. Although children may reside at more than one address, the library will not issue a card to a child who has a valid card from another library.
6. Library cards for Worth Public Library District residents expire every three [3] years. Verification of residency and an updated or new application shall be required prior to renewal.

7. The name and telephone number of one [1] contact person must be included on the library card application; the contact person may not have the same address [except in the case of an apartment building] or telephone number as the applicant.

8. Trinity Christian College students who reside in College-owned housing located in the Village of Worth are eligible to apply for a Worth Public Library District library card. A card will be issued with proper identification and upon verification of address with Trinity Christian College. Such cards will be valid for one year. Verification of residency and an updated or new application shall be required prior to renewal.

Non-Residents of the Worth Public Library District

1. Individuals residing beyond the jurisdictional boundaries of the Worth Public Library District whose closest public library is the Worth Public Library District (as defined by the Office of the Illinois Secretary of State), and not residing within the boundaries of another public library, and owning no taxable property within the jurisdictional boundaries of the Worth Public Library District may purchase a non-resident fee card for the fee established for the current fiscal year. The fee will be calculated according to the General Mathematical Formula established by the Office of the Illinois Secretary of State.

2. Individuals residing beyond the jurisdictional boundaries of the Worth Public Library District, but owning (as an individual, a partner, the principal stockholder, or other joint owner) taxable property within the jurisdictional boundaries of the Worth Public Library District may obtain one [1] non-resident library card without payment of the non-resident fee upon presentation of the most recent tax bill upon that taxable property; provided that in no event shall the privileges and use of the Library be extended to more than one [1] individual non-resident for each parcel of taxable property. Each non-resident card issued under this provision is limited to the exclusive use of the individual whose name appears on its face.

3. All non-resident cards shall be valid for one year.

4. The Worth Public Library District shall continue to honor all non-resident library cards heretofore issued by the Library, for the full term of purchase.

5. A valid non-resident library card issued by the Worth Public Library District shall accord a non-resident library cardholder all the services which this library provides to its residents, including reciprocal borrowing privileges.

6. No non-resident is eligible to receive a "local use" library card from the Worth Public Library District.

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President, Board of Trustees