

## **Lost Cards Policy**

The Worth Public Library District must be notified as soon as possible if a borrower's card is lost or stolen in order to suspend borrowing privileges on that card.

1. An adult (eighteen [18] years of age or older) cardholder is responsible for any material borrowed with his/her unreported lost or stolen card.
2. The parent or guardian of a minor child (younger than eighteen [18] years of age) is responsible for any material borrowed with his/her child's unreported lost or stolen card.
3. A charge of \$2.00 will be made if the cardholder wishes a replacement for the lost or stolen library card.
4. A dated receipt shall be given to the patron verifying that the card was reported lost or stolen.
5. Patrons will be required to show two proofs of identification and current address as required for issuing their original card. One should be a current form of legal identification. 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.). In addition another current form of identification includes, but is not limited to a current property tax bill, a current voter's identification card, a current utility bill in the patron's name, or a current bank statement. A lease or contract to buy a house is not accepted as proof of residency.
6. A parent or legal guardian must accompany minor children applying for a replacement card.
7. When a replacement card is issued, the original card shall be voided.
8. If the Worth Public Library is closed, a patron may report his/her lost or stolen card at another library in the SWAN consortium that is open for business. The library at which the card is reported as lost or stolen is authorized to place a notice on the patron's record in the SWAN database to prevent the card's further use. A replacement card can be issued only by the library in the community where the person resides.

Approved: June 10, 2003

Reviewed and approved: July 8, 2008

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President, Board of Trustees