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Borrowing Privileges Policy

Purpose

The Borrowing Privileges Policy defines who may use the Library, the extent and frequency of their access and controls the sharing of library materials between other libraries and their patrons.

Policy

I. LIBRARY CARDS

The following persons are eligible for a Worth Public Library card, which provides full borrowing privileges and responsibilities at the Worth Public Library District and reciprocal privileges at cooperating Illinois libraries:

1. **District Resident Card:** The Worth Public Library District is a tax-supported public library; therefore, individuals residing within the jurisdictional boundaries of the Worth Public Library District are not required to pay an additional fee to receive their library cards. Applicants must provide identification that verifies a current address within the Worth Public Library District. Cards will not be issued, and materials will not be loaned to patrons who are known to have unresolved financial obligations to another library in Illinois. Library cards expire every three years but can be renewed at no cost provided the library cardholder continues to reside within the jurisdictional boundaries of the Worth Public Library District, and is a patron in good standing. Lost or stolen cards will be replaced at no cost. The Library should be notified of any change in a patron's contact information. Use of a resident library card after moving outside of the District's boundaries is not permitted.
 - When applying for a Worth Public Library District card, the resident must present one current form of legal identification with a picture. This includes but is not limited to: driver's license, state-issued identification card, passport or other official picture identification (i.e. Firearms Owners Identification card, school identification card, etc.)
 - If the picture identification does not show a current Worth address, the patron must present a second current form of residency. This includes but is not limited to: a current piece of mail addressed to the applicant, a current property tax bill, lease or rental agreement, a current utility bill in the patron's name.
2. **Restricted Use Card:** A one-year account issued at no fee for those without a fixed address. This card entitles the cardholder full use of the public computers and the Library's digital resources and a maximum simultaneous checkout of five physical items.
3. **Non-Resident Property Owner Card:** A library card shall be issued at no fee to a non-resident who, as an individual or as a partner, principal stockholder, or other joint owner, owns taxable property or

is a senior administrative officer of a firm, business, or other corporation owning taxable property with the jurisdictional boundaries of the Worth Public Library District. Some type of proof of ownership (i.e. tax bill, title, deed, etc.) must be provided in addition to personal identification. The card is valid for one year, and may be renewed, depending upon the user's good standing with the library.

4. **Non-Resident Local Business Renter:** A library card shall be issued at no fee to a non-resident local business renter. Some type of proof of business ownership (i.e. a rental or lease agreement, etc.) in addition to personal identification, must be provided. This privilege does not extend to non-resident employees who work in a business located within the library service area. The card is valid for one year, and may be renewed, depending on the user's good standing with the library.
5. **Non-Resident Card:** Individuals residing in an area unserved by a public library may purchase a non-resident card for an annual fee, if the Worth Public Library District is considered to be the closest public library to the applicant's residence as determined by Illinois state law. The fee is based on the equalized assessed valuation of the Worth Public Library District, and is to be the non-resident's proportionate share of library taxes paid by Worth Public Library District residents. This fee extends all services offered by the Worth Public Library District, including reciprocal borrowing privileges, to the entire family. The card is valid for one year, and may be renewed, depending upon the user's good standing with the library. No refunds for partial years shall be issued.

A non-resident student may be issued a card, without payment of fee, pursuant to 75 ILCS 5/4-7. "Student", for purposes of this section, means an individual currently enrolled in a public or nonprofit private school (K-12) who does not have his or her principal residence within a public library service area. The student must present proof of eligibility, as required by statute, at the time of application for this card. These cards will be eligible until the beginning of the following school year at which time proof of eligibility must be again presented to renew the card.

A non-resident disabled veteran or their unmarried, surviving spouse may be issued a card, without payment of fee, pursuant to 75 ILCS 5/4-7. The non-resident, unmarried, surviving spouse of a soldier killed in the line of duty may be issued a card. Proof of eligibility, as required by statute, must be presented at the time of application for this card. These cards will be good for three years at which time proof of eligibility must be again presented to renew the card.

The Library Board of Trustees shall annually take action to decide whether to continue to issue non-resident library cards during the ensuing 12 months. At that time, the non-resident library card fee formula and fee to be used will be determined and adopted.

6. **Staff Card:** A Worth Public Library District card shall be issued to staff members who reside outside the limits of the Worth Public Library District. Individuals are responsible for materials checked out on a staff card, including lost or damaged materials fees. The card will be canceled when the staff member leaves the Library's employment.

Reciprocal Borrowers

Patrons with valid library cards from other Illinois libraries are eligible to register their cards with the Worth Public Library District and receive reciprocal borrowing privileges. Reciprocal borrowing privileges are determined by the lending library. Reciprocal borrowers may be limited in their access to certain services and materials as determined by Library procedure.

Responsibility for Checked Out Materials

All Worth Public Library District cardholders and reciprocal borrowers are bound by the rules and regulations

established by the Board of Trustees. A Worth cardholder accepts full responsibility for all materials checked out on that card.

Cardholders Under 18 Years of Age

Library cards are available to individuals of all ages. Cardholders under the age of eighteen shall be entitled to all rights and privileges accorded District cardholders without discrimination based on age. Children under the age of 18 must have the signature of a parent or legal guardian on any application for a library card. The parent or guardian shall be fully responsible for all fines, fees, and other obligations relating to their Library card usage, until the cardholder reaches 18 years of age. The parent or guardian of a cardholder under the age of 18 may ultimately 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.

Borrowing of library materials is not limited by age. The parents or caregivers are responsible for determining the suitability of library materials for their children.

Library Card Abuse & Fraud

Library cards issued by the District are to be used by the person issued the Library card. Sharing of Library cards is not permitted. Presenting the Library card of another to borrow materials or use other Library services may result in the seizure of the Library card and/or additional repercussions, including the suspension of Library privileges.

Lost/Stolen Cards

When a Worth Public Library District cardholder reports a library card lost or stolen, the card shall be blocked and that person will not be held responsible for any items checked out on the card after that date. Missing cards should be reported to Library Staff promptly, to avoid their misuse.

II. CONFIDENTIALITY OF RECORDS

All records in the Worth Public Library District relating to patron registration and circulation of materials are considered to be confidential in nature in accordance with the State of Illinois Library Records Confidentiality Act (75 ILCS 70/1 et seq). The contents of registration and circulation records shall not be made available to anyone except authorized library personnel or as required by law. For more information, please refer to the Library's Confidentiality of Library Records and Patron Data Privacy Policy.

Because of their financial responsibility, parents and legal guardians may be informed of overdue material checked out on their minor child's Library card.

III. LOAN POLICY

The Library sets loan periods and loan limits in order to provide patrons with fair and reasonable access to the Library's resources. The Library sets limits on the length of time that an individual can keep a specific type of item in order to more fairly distribute limited resources. The loan periods, loan limits, and other circulation parameters not covered elsewhere in this Policy shall be set by the Library Director or designee, and may be adjusted as needed to fit the needs of the community and the Library collection.

Information on the specific loan periods and limitations for specific items are available at the Circulation Desk and on the Library's website.

IV. ADDITIONAL POLICIES

Overdue Materials

As of April 1, 2022 any item checked out at the Worth Public Library District will not accumulate fines if it is overdue, regardless of where the item is returned. The only item to continue accruing fines will be our Hot Spots and Beyond Books Collection.

If materials are not returned or renewed by their due date, at 14 days overdue a patron's account will be placed on hold and they will be unable to check out materials, place holds, or utilize online resources. Once overdue materials are returned, the hold is automatically removed, and good standing status is restored.

Lost Materials

Material that is 42 days (6 weeks) overdue is considered lost. If an item owned by the Worth Public Library District is lost, the cardholder is billed the catalog list price of the item. If the item is returned to the Library in usable condition prior to payment, lost fees will be waived, and the account will be returned to good standing. Items that are found after payment may not be returned to the Library for a refund.

Interlibrary loan materials and items borrowed from other SWAN libraries are billed in accordance with the rates and policies established by the lending library.

Missing Items

An item containing multiple parts cannot be checked in until all parts are accounted for. If a part is lost, the entire item may be considered lost and the replacement cost will be assessed.

Damaged Materials

If Library staff determine that damage to an item requires removal of the item from the collection, preventing future use, the cardholder will be contacted and billed for the catalog list price of the item.

Interlibrary loan materials and items borrowed from other SWAN libraries are billed in accordance with the rates and policies established by the lending library.

Suspended Library Cards & Material Recovery

Worth Public Library District cardholders who owe fines or fees in excess of \$9.99 will have their accounts blocked. When a patron's account is blocked, borrowing and computer privileges are suspended until the patron's balance is below \$10.00.

Patrons who have been banned from the Library forfeit all privileges for the period during which they have been banned.

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