4.0 LIBRARY CARDS

The District provides access to Library resources, meeting spaces, and select services by issuing individuals Library cards. Unless otherwise prohibited in this or any other District policy, cardholders are afforded full access to borrowing and accessing Library resources, reserving materials and spaces, using select Library services, and registering for select programs.

Cardholders are financially responsible for all materials and charges associated with the use of their Library cards unless otherwise indicated in this policy.

~~Library cards are considered to be in good standing for borrowing and other services if the total charges on the card are less than $25.00 and the card is not expired.~~

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4.1 Resident Cards

All residents of the Barrington Public Library District and individuals who own or rent property within the District are eligible for a Library card.

For residents or eligible property owners age fourteen and up, a photo ID and proof of residence or property ownership are required at the time of registration. Acceptable documents proving residence must include an in-District address. Post office box addresses are not considered valid in-District addresses when registering. Acceptable documents can take the following forms:

- Government-issued photo ID
- Current property tax bill
- School ID with name
- Current bank or other financial statement
- Current utility bill
- Pay stub
- Illinois motor vehicle registration

Children age thirteen and under may register for a Library card in their own name when accompanied by the child's parent or legal guardian and proof of residency. The child's parent or legal guardian is required to sign the child's application and assumes financial responsibility for all materials and charges associated with the use of the child's card. Access to a child's Library records by parents or legal guardians is prescribed in *23.0 Records Retention*.

Resident cards are valid for three years after the date of registration and may be renewed as long as the holder meets the above residency criteria. ~~and has a Library card account in good standing.~~

4.2 Business and Non-Profit Cards

Businesses and tax-exempt non-profit organizations recognized under Section 501 of the Internal Revenue Code based in the Barrington Public Library District are eligible for a Library card in the name of their business or non-profit organization.

Business and non-profit registrants must present a photo ID and proof of an in-District business address. Post office boxes may be considered valid in-district addresses only for non-profits based in the District when registering. Acceptable documents can take the following forms:

- Business license
- Certificate of occupancy
- Current property tax bill
- Current utility bill
- IRS Form 990 or determination letter

Library cards registered to businesses and non-profits are valid for one year after the date of registration and may be renewed as long as the holder meets the above criteria. ~~and has a Library card account in good standing.~~

4.3 Government Agency Cards

Municipalities, local units of government, and school districts, as defined in Article VII of the Constitution of the State of Illinois, located in or with jurisdiction in part of the Barrington Public Library District, are eligible to register for a government agency card granting the organization the ability to use District meeting rooms. Government agency cards cannot be used to receive any other service.

Government registrants must present a letter of intent to register for a government agency card on official stationery signed by the administrator of that unit of government at the time of registration. The letter must designate an individual cardholder and authorize that cardholder as the sole user of the card.

Government agency cards are valid for one year after the date of registration and may be renewed.

4.4 Non-Resident Cards

Pursuant to 23 Ill. Adm. Code 3050.25, individuals who do not reside or own property within the Barrington Public Library District may purchase a Library card at a rate set by the tax bill method described by 23 Ill. Adm. Code 3050.60 and in accordance with the District Board of Trustees' *Annual Resolution Authorizing Public Library District Non-Resident Cards*:

- For individuals who rent their principal residence, the rate is set at 15% of that individual's monthly rent.
- For individuals who own their principal residence, the rate is set at the District's tax rate including all special levies applied to the assessed valuation of that residence.

Non-resident registrants must present a photo ID and a current rent receipt or current property tax bill, depending on the status of their principal residence, to calculate the rate described above.

Once purchased, the non-resident cardholder may associate other members of their household residing at the same address to their Library card. Each member will receive their own unique Library card. Children under thirteen in non-resident cardholder households are subject to the registration requirements in *4.1 Resident Cards.*

Non-resident cards are valid for one year after the date of purchase and non-resident cards ~~in good standing~~ may be renewed annually with payment meeting the rate schedule described above.

4.5 Reciprocal Borrowers

Customers who are cardholders at other libraries participating in the statewide reciprocal borrowing program outlined in the Reaching Across Illinois Library System Resource Sharing Plan may register their cards with the District. Registered reciprocal borrowers are able to borrow selected circulating materials and use District public access computers.

Reciprocal borrowers must present their resident library card from a participating library and a photo ID at the time of registration.

Reciprocal borrower registrations are valid for three years and may be renewed as long as the cardholder meets the above criteria ~~and has a library card in good standing~~.