

Library Card Policy

Policy Statement

Library Cards are issued in order to identify eligible users and determine the level of access to services and resources.

Regulations

1. The library offers a variety of cards based on eligibility and service needs.
 - A. Resident card holders, Thornton and East Hazel Crest Residents and business owners (excluding unincorporated areas) are eligible for a library card and have access to all library services.
 - i. Available to any individual who lives or owns property in Thornton or East Hazel Crest.
 - ii. Individuals who attend a K-12 school in, but do not reside in the Thornton Public Library service area are eligible.
 - iii. Upon proof of employment available to any individual who works in Thornton or East Hazel Crest. Library privileges are restricted to individual only; family members do not qualify for library privileges, valid only at the Thornton Public Library.
 - iv. Teachers and students from the school district who are not residents are eligible for a free teacher library card that will be valid only at the Thornton Public Library.

(If the applicant has previously had library card privileges in the RAILS/SWAN system, any fines or fees will need to be resolved before a Thornton / East Hazel Crest library card will be issued.)

- B. Non-Resident courtesy card holders are not able to place holds and interlibrary loans or to register for programs.
 - i. Available to any individual or family member living with an individual who owns property in Thornton or East Hazel Crest.
 - ii. Available to any individual living in unincorporated area within our service area.

- iii. The Annual fee for a non-resident library card, including unincorporated residents is \$125.00 per household.

(If the applicant has previously had library card privileges in the RAILS/SWAN system, any fines or fees will need to be resolved before a Thornton / East Hazel Crest library card will be issued.)

2. An individual may only have one card of any type.
3. An application process must be completed for each card.
 - A. Adults (18 or older) receive adult library cards.
 - B. Juvenile (17 or younger) must have a parent or legal guardian co-sign the library card application. Juvenile cards are not eligible to check out DVDs.
 - C. Applicants must present valid identification to demonstrate eligibility. (2 are required – one ID and one piece of mail)
 - i. Current photo ID and proof of street address is required, such as Illinois driver's license or learner's permit, Illinois state ID, Us passport, Student or Military ID.
 - ii. Utility Bill (gas, water, etc.), Property tax bill or rental agreement, credit card bill, bank statement, paystub, or voter's ID valid within the last six month.
 - iii. If Photo ID does not have the current address, Three (3) pieces of mail are necessary to establish residency.
4. Card must be renewed every year for non-resident card holders. Non-resident card holders must provide same type of documentation used to apply for new card. Minors must renew their cards upon turning 18 years of age to assume legal responsibility for items checked out.
5. The card holder is responsible for all materials borrowed on the card and agrees to abide by library lending rules and all policies and regulations. Parents or legal guardian signatories are responsible for the library cards issued with their authorization, all materials checked out on the cards, and selection of materials.
6. If the card holder claims to have returned materials, the library will search for the missing items for three (3) months. Items not located within three (3) months will be billed to the card holder's account.

7. There is a \$2 replacement charge for lost or stolen cards. Lost or stolen cards should be reported immediately. The library is not responsible for any debit amounts on lost cards.
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