

**POLICY RESOLUTION****PR-01-23**

of the Board of Library Trustees of the Glenside Public Library District, adopted this 20<sup>th</sup> day of July, 2023 a Policy Resolution pertaining to **LIBRARY CARD PRIVILEGES**

Now, therefore, be it resolved that the Glenside Public Library District extend borrowing privileges to the community by providing the following library cards:

**1. Resident Cards**

Full-service resident library cards are issued without charge to persons who are age 18 or older and reside within the boundaries of the Glenside Public Library District.

To verify residence, current government-issued photo identification with the resident's home address must be shown. If the address on the identification is not current, one of the following items must also be shown to verify residence: current property tax bill; a current title/lease/renter's agreement; or a current utility bill postmarked within two months to the resident's home address.

A minor (under the age of 18) who resides within the Glenside Public Library District may have a card at any age; however, the signature of a parent/guardian on the children's library card application form is required.

The cardholder listed on the account, or the parent/guardian if the cardholder is a minor (under the age of 18), is responsible for any library item charges that accrue on the account

**2. Non-resident Glenside Library District Taxpayer Cards**

A library card valid for one year is issued to owner/officer of a business owning taxable property within the boundaries of the Glenside Public Library District. Proof of ownership in the form of a current property tax bill must be presented at the time of application and at subsequent renewals. One non-resident taxpayer card may be issued per parcel of taxable land owned. The non-resident taxpayer card may be used by the cardholder and family members residing at the same address or partners who jointly own the parcel of land.

The card offers the same service as a resident card, including reciprocal borrowing.

The cardholder listed on the account is responsible for any library item charges that accrue on the account.

### **3. Non-resident Cards – Unserved Areas**

A library card is issued for a fee to qualified non-residents and their family members residing at the same address. Non-resident cards are valid for one year. The card offers the same service as a resident card, including reciprocal borrowing.

The cardholder listed on the account, or the parent/guardian if the cardholder is a minor (under the age of 18), is responsible for any library item charges that accrue on the account.

To qualify, the individual's principal residence must lie in an area unserved by any library and the Glenside Public Library District must be the closest public library that issues non-resident cards.

The availability of this non-resident card and the method for calculating the fee are reviewed annually by the Board of Library Trustees and are subject to change.

### **4. Non-resident Cards – Unserved Minors**

A library card is issued without fee to a non-resident in an unincorporated area in Illinois who is a student under the age of 18. Cards are valid for one year and offer the same service as a resident card, including reciprocal borrowing.

### **5. Reciprocal Borrowing Cards within the SWAN consortium**

Persons residing in library services areas that participate in the SWAN consortium must provide a valid unrestricted library card from their “home library” to use their card at the Glenside Public Library District.

### **6. Reciprocal Borrowing Cards not within the SWAN consortium**

The Glenside Public Library District honors all current Illinois public library cards. Before standard reciprocal borrowing privileges are extended to a library outside of the SWAN consortium, a first-time reciprocal borrower must be registered in the library's customer database by showing their Illinois public library card and verifying their current address by showing a government-issued photo identification with the reciprocal borrower's home address. If the address on the identification is not current, one of the following items must also be shown to verify residence: current property tax bill; a current title/lease/renter's agreement; or a current utility bill postmarked within two months to the resident's home address.

Reciprocal borrowers are subject to all of the policies and procedures pertaining to Glenside Public Library District cardholders, with the exception that they may not submit interlibrary loan requests. Reciprocal borrower registration is valid for one year.

### **7. Organization Cards**

A library card can be issued to staff of organizations, such as businesses or churches, within district boundaries or staff of schools/daycares that serve children living within Glenside Public Library District boundaries. Each staff member must be authorized by their employer and registered with the Library as prescribed. (See Exhibit B)

## 8. Staff Local Use Cards

A staff library card for use only at the Glenside Public Library District is issued as an employee benefit to staff members of the Glenside Public Library District who reside outside the district's boundaries. The staff member is responsible for fines and fees incurred by using the card. Staff card privileges expire once the employee is no longer employed by the library.

## Parent/Guardian Responsibility for cards provided to minors

By signing the application form to obtain a library card for a minor, the parent/guardian becomes responsible for any library item charges that accrue on the account. The parent/guardian agrees to also assume responsibility for informing the child about the library items and services that they wish the child to use or any limitations on use.

**SUPERCEDES:** PR-05-20 Library Card Privileges adopted 3/18/2021

Approved:

July 20, 2023

Date

*Sam Lucente*

President

Attest:

*Constance Barreras*

Secretary