

### 1. General Information

Every individual who resides in the Geneva Public Library District (GPLD) is entitled to a library account. Library account holders agree to comply with all rules and regulations of GPLD and to be responsible for all materials borrowed and any fines incurred.

To open a library account and/or obtain a new or replacement library card proof of identity and residency in the form of a current government issued photo identification or valid receipt of Library issued mail are required along with a current telephone number and birthdate. Cards shall be issued for a period of three years or until a minor's 18<sup>th</sup> birthday. Residents under the age of 18 need a parent or legal guardian's signature to open a library account. Mailed library card and/or renewal notification will not be forwarded.

GPLD cards are automatically renewed every three years for cardholders living within the District. Privileges are rescinded upon termination of District residency.

A valid library account is required for use of many library services, including but not limited to checking out, renewing, and reserving library materials. A valid account is defined as:

- Account has not expired
- Patron address information on file is correct
- Patron does not have fines or fees in excess of \$20

Library cards may be used at any System Wide Automated Network (SWAN) library as well as other participating library systems throughout the state. See Library website for current list of SWAN libraries. Borrowing privileges accorded to a GPLD cardholder at another library will be governed by the lending library.

### 2. Confidentiality

See Patron Privacy Policy for information about library account confidentiality.

### 3. Lost or Stolen Library Cards

Lost or stolen library cards should be reported to the Library immediately to prevent unauthorized use. For the cardholder's protection library cards should not be used by others. The patron is responsible for all items checked out on a lost, stolen, or loaned card, along with any fines, fees, or damages incurred, until the Library has been notified of the loss. There is a maximum liability of \$100 with proof of an official police report. There is no limit of liability in cases where fraudulent use is by family members or members of the same household; cardholder will be responsible for all costs and charges including charges for collection agency referral. A nominal fee may be charged for lost, stolen, or mutilated Library cards.

4. Suspension of Privileges

Library privileges may be suspended by Library Administration pursuant to the policies of the Board of Trustees. GPLD reserves the right to enforce its policies through use of collection agencies, civil actions, and/or criminal prosecution. Reasons for suspension include but are not limited to:

- Unpaid overdue fines or fees exceeding \$20 or more on one account
- Excessive fines or fees at another library
- Violation of library policy
- Defacing of property

All accounts that a patron has signed responsibility for may be suspended from further use if total fines and fees and/or value of overdue or lost material exceeds \$50.

5. Temporary Residents

A person temporarily staying in the household of a GPLD resident for a minimum of 30 consecutive days may be issued a temporary library card with an appropriate expiration date provided that the host will sign a responsibility statement for the applicant. A temporary resident living in their own house or apartment for a minimum of 30 consecutive days will be issued a temporary card with an appropriate expiration date. Proof of identification and verification of local and permanent addresses are required.

6. Non-Residents Cards

Any non-resident who, as an individual or as a partner, principal stockholder, or other joint owner, owns or leases property that is taxed for GPLD services or is a senior administrative officer of a firm, business, or other corporation owning taxable property within District boundaries may be issued a library card. Photo identification and proof of taxable property or a copy of the commercial lease of that taxable property are required.

7. Non-Resident Cards

The Board of Trustees is empowered to extend the privileges and use of the library to persons who are not served by another public library and to impose a non-resident fee for such services comparable to the cost paid by residents of the Geneva Public Library District.

- a) Non-Resident Homeowner – Family and individual non-resident homeowners’ fees for the library privileges will be determined by applying the library’s current tax rate to the registrant’s most recent equalized assessed valuation.
- b) Non-Resident Renter & Non-Resident Rent Free – Family and individual non-resident fees will be based upon the State Fee calculation. This figure will be calculated by the Library Director at the beginning of each fiscal year.

$$\begin{array}{l} \text{Total Library} \\ \text{tax income} \\ \text{from local} \\ \text{sources} \end{array} : \begin{array}{l} \text{District} \\ \text{population} \end{array} \times \begin{array}{l} \text{Average \# of} \\ \text{persons per} \\ \text{household} \end{array} = \begin{array}{l} \text{Renter's} \\ \text{Fee} \end{array}$$

8. Institution Cards

Cards based on intergovernmental agreements may be issued to institutions located within District boundaries provided that the institution agrees to be responsible for all fines and fees incurred. The institution must provide a list of authorized users that is updated annually.

9. Reciprocal Borrower Cards

Reciprocal borrowing privileges are extended to a holder of a library card that is issued from an Illinois library that subscribes to the Reciprocal Borrowing Program. Reciprocal borrowers must present a library card issued by their local public library and a current government issued photo identification. Library privileges will be granted for one year or less dependent upon verification of eligibility and expiration of card at home library. Some restrictions may apply.

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