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**ROSELLE PUBLIC LIBRARY DISTRICT
POLICY FOR LIBRARY CARD REGISTRATION OF RESIDENTS**

I. Residents

- A. Everyone who lives in the Roselle Public Library District is eligible for a Roselle Public Library District card. This card is required in order to borrow library materials.
- B. All of the information requested on a registration card (except where marked 'optional') must be provided before a library card will be issued. The library requires proof of identity and residency, signature, and age.

The Illinois Public Library District Act, Illinois Compiled Statutes, Chapter 75, Article 16, Section 1-10 allows us to collect the information we ask for on the registration form.

- C. Persons will not be registered unless proofs are presented as follows:

Examples of acceptable identity documents include: Driver's License, State I.D. Card, Passport, and School I.D. with Photo and Name.

Examples of acceptable proof of residency documents include: Lease Agreement, Vehicle Title, Bank Statement (within 90 days), Utility Bill (within 60 days), Active Insurance Policy/Auto Insurance Card, Voter Registration Card, Checkbook or Savings Account Statement (showing name and address).

- D. A library card holder is responsible for all materials borrowed on his card, except as noted in the library fines and penalties ordinance of Library Policy Manual.
- E. Persons under age 18 must have the signature of a parent or guardian as the responsible party.

If a parent or legal guardian applies for a card for a child under 18, or legal ward, the parent or legal guardian may be asked to present a form of identification and proof of residency for the individual for whom the application is made and for the parent or guardian signing the registration card.

- F. Persons under 18 years of age who are minors emancipated by the Courts, and therefore having legal rights and privileges the same as an adult over 18 years, must provide court certification emancipation along with acceptable photo identification and acceptable proof of residency in the Library District. These cardholders have the same responsibility, and are subject to, requirements as a cardholder or

potential cardholder 18 years or older as stated in sections A through D.

- G. Court Directed guardianships – Persons of any age who are residents of the Library District for whom the courts have appointed guardianship for whatever reason must have the signature of the appointed guardian as the responsible party and show proof of identification and residency in the Library District.
- H. The registration form must be completed and signed in the library in the presence of library staff unless:
 - 1. the application is for a card renewal, a registration card and signature are on file, and the applicant can produce a photo I.D. and proof of address,
 - 2. or in the case of a minor or ward, the parent/legal guardian has a current library registration card and signature on file and, the applicant can produce a photo I.D. and proof of address.
- I. If a person under the age of 18 has two custodial parents or guardians residing at different addresses in the Library district, a card can be issued in the minor's name under each address. Each card will be kept at the specified address for use by the minor when residing at that address. Each parent or legal guardian will be responsible for overdue charges assigned to the card at their address. Each parent or guardian may be asked to present a form of identification and proof of residency.
- J. Roselle Public Library District residents not currently Roselle Public Library cardholders may apply on-line through the Library's website for a Roselle Public Library Temporary Library Card number. To receive a Permanent Roselle Public Library Card, the applicant must visit the Roselle Public Library in person presenting personal identification including a photo ID and proof of residency in the Roselle Public Library District. If the applicant is under age 18 years, a parent or legal guardian must accompany the applicant, providing the adult's personal identification and proof of residency in the Roselle Public Library District. The parent or legal guardian must sign the Library Card application as the responsible party.
 - 1. The Temporary Roselle Library Card Number is a one-time issuance, expiring seven (7) days from application, and may not be renewed.
 - 2. The Temporary Roselle Library Card Number enables the applicant to use on-line services and databases available through the Library's website and to place items on hold through the Library's website.

3. The Temporary Roselle Library Card Number may not be used to check-out materials from the Library, is not valid for use at other public libraries in a reciprocal borrowing capacity, and is not valid for use to inter-library loan materials from other libraries.
- K. Roselle Public Library District Library cards are issued for three years from the date of issue, using a quarterly system. These Library cards are only valid as long as the cardholder is a resident of the Roselle Public Library District.

**ROSELLE PUBLIC LIBRARY DISTRICT
ISSUANCE OF CARDS TO NON-RESIDENT DISTRICT
PROPERTY TAXPAYERS**

- I. Non-resident taxpayers seeking library services must apply for a non-resident taxpayer card on the form of application attached. These cards will be issued only in compliance with Ill. Adm. Code 3050 and 75 ILCS 16/30-55.60 (3):
 - A. Eligibility: Must be 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 within the district.
 - B. A current tax bill must be presented including proof of payment.
 - C. Only one card may be issued per parcel of land.
 - D. If the titleholder is other than an individual, a non-resident taxpayer card will not be issued unless the attached application is accompanied by:
 - A resolution of the partnership, firm, corporation or business designating the sole person entitled to the use and privilege of the library; or
 - A letter of direction from the trustee designating the sole person entitled to the use and privilege of the library.
 - E. The card will be issued to the "sole person" as designated on the application.
 - F. The library reserves the right to verify the information presented.
 - G. This non-resident taxpayer card issued shall accord the cardholder all the services the Roselle Public Library provides to its residents including reciprocal borrowing privileges.

Board Approved Revision 12/10/14
3/16/11, 5/10/06, 12/10/03, 7/12/00

**ROSELLE PUBLIC LIBRARY DISTRICT
APPLICATION FOR NON-RESIDENT DISTRICT PROPERTY
TAXPAYER LIBRARY CARD**

- I. The undersigned hereby applies for a library card as a non-resident taxpayer.
- II. By submitting and signing this application, the undersigned represents and warrants, under penalty of perjury, that:
 - A. The owner of the property is a non-resident;
 - B. The property described in this application is subject to the library tax;
 - C. The information contained in this application is true and accurate;
 - D. He/she will not loan, transfer, or give the non-resident taxpayer card to any person other than the sole person herein designated as entitled to the privileges and use of the library; and
 - E. Real estate taxes will be paid when due.
- III. Property address or legal description of the property.
- IV. Permanent parcel number or permanent index number of the property.
- V. Name(s) of the person(s) or entity holding title to the property.
- VI. We the undersigned hereby assign the use and privileges of the single non-resident taxpayer card for this parcel to the person and title named below:

Name/Title _____
- VII. Name and address of the sole person entitled to the use and privileges of the library.
- VIII. Relationship of the sole person entitled to the use and privilege of the library to the titleholder (designate which category: Owner, Partner, or Principal Stockholder).
- IX. Attached hereto is a true and correct copy of the most recent tax bill for the property.
- X. The undersigned understands and acknowledges that:
 - A. Improper use of a non-resident taxpayer card and/or incorrect information on this application shall result in denial of a non-resident taxpayer card and/or termination of library use and privileges.

B. A new application must be submitted upon expiration of the non-resident taxpayer card.

XI. Dated this ____ day of _____, 20 ____.

SIGNATURE OF PERSON NAMED AS "SOLE PERSON" ENTITLED TO USE AND PRIVILEGES OF THE LIBRARY HEREIN

SIGNATURE OF TITLEHOLDER

SIGNATURE OF TITLEHOLDER

XII. SUBSCRIBED AND SWORN to before me this

____ day of _____, 20 ____.

Notary Public

(S E A L)

NOTE

*This is on your tax bill.

All individuals named as titleholders must sign this application.

If the titleholder is other than an individual, a non-resident taxpayer card will not be issued unless this application is accompanied by:

A resolution of the partnership, firm, corporation or business designating the sole person entitled to the use and privileges of the library; or

A letter of direction from the Trustee designating the sole person entitled to the use and privileges of the library.

Upon approval of this application the library card will be mailed to the person designated as the "Sole Person" entitled to the use and privileges of the library.

Board Approved Revision 12/10/14
4/13/11, 5/10/06

**ROSELLE PUBLIC LIBRARY DISTRICT
POLICY ON SALE OF ANNUAL CARDS TO NON-RESIDENT HOUSEHOLDS**

- I. Non-residents may purchase a card to use the Roselle Public Library. Cards are issued annually on a per household basis. The cost for homeowners is based on the "Tax Bill" method which assigns cost based on the assessed valuation multiplied by the current Roselle Library District Tax Rate. The cost for non-resident renters is 15% of monthly rent.

The non-resident card issued shall accord the cardholder all the services the Roselle Public Library provides to its residents including reciprocal borrowing privileges.

- A.** Equalized billing value X current tax rate = cost of card.
NON-RESIDENT PROPERTY OWNER: The homeowner must present current real estate tax bill for verification of the equalized billing value.

The fee entitles all residents of that address to a card.

* Formula A:

Net equalized value X current tax rate = cost of library card

- B.** Patron must present proof of current monthly rent with rental address. Renters will pay a fee that is 15% of the monthly rent. The fee entitles all residents of that address to a card.
RENTER:

* Formula B:

15% X current monthly rent = cost of library card

ROSELLE PUBLIC LIBRARY DISTRICT POLICY FOR CIRCULATION OF MATERIALS

A. Checkouts

A patron must be registered for a library card and be in good standing* in order to check out materials. The Library card is to be presented at the time of checkout. An exception will be made for a cardholder in good standing who presents a current photo ID that confirms card registration information on record. Reciprocal borrowers are restricted from borrowing electronic devices, placing holds, and requesting interlibrary loan transactions.

B. Loan Periods

1. Three (3) weeks: for most items.
2. One (1) week: short term items, magazines, DVDs, video, and most electronic devices.
3. Two (2) weeks: short term books (includes new fiction 351 pages or more).
4. Three (3) days: DVDs in "Quick Pick" Collection.
5. Vacation: Four (4) weeks for regular three-week materials, no materials that have one-week or two-week loan periods. Limit of 10 items may be borrowed for four weeks.
6. Materials from other libraries: ILL materials, various dates set by the loaning libraries.
7. Not for Circulation: newspapers, school textbooks, and reference materials.
8. Downloadable items have varying check out periods.

C. Renewals

Most Roselle Public Library District materials can be renewed if there is no reserve on the item. There is a limit of one (1) renewal per item. One renewal for materials will be allowed for the length of the original checkout period. DVDs in the "Quick Pick" collection, cannot be renewed. Materials from outside Roselle Public Library District will be renewed in accordance with the lending library's regulations.

* *Definition of "good standing":*

*No Fines Over \$5.00
No Overdue Materials
Card Not Expired
No Other Blocks Placed on Record*

D. Limits

The library reserves the right to limit the number of items in any one subject area or in any one medium checked out to an individual patron on the basis of perceived demand for materials on that particular subject or in that particular medium.

This includes, and is not limited to: DVDs, electronic games, "Quick Pick DVDs, and any type of electronic device.

Loan limits will be posted at the Circulation desk.

E. Fees for Borrowed Items

Interlibrary Loans (ILL)

All fees assessed by the ILL lending library will be charged to the patron, as well as any Roselle Public Library District fees. The patron's agreement to pay any ILL fees should be established at the time the ILL request is made. All fees must be paid at the time interlibrary loan materials are picked up. If a patron fails to pick up his or her requested materials, the patrons shall still be responsible for all associated fees, and a charge shall be made against the requestor's library card.

F. Disclaimer

Roselle Public Library District assumes no responsibility for damage to –user's equipment, resulting from the use of any materials circulated by the Library.

**ROSELLE PUBLIC LIBRARY DISTRICT
ORDINANCE NO. 2016-6**

**ROSELLE PUBLIC LIBRARY DISTRICT
ORDINANCE OF THE BOARD OF LIBRARY TRUSTEES
DUPAGE AND COOK COUNTIES, ILLINOIS,
ESTABLISHING LATE FEES AND PENALTIES**

WHEREAS, the Roselle Public Library District is charged with the responsibility to provide library service to the residents of the District; and

WHEREAS, the service of the Roselle Public Library District is predicated in large part on the responsible sharing of library materials by library patrons and on the timely return of borrowed materials and in the same condition as when they were borrowed; and

WHEREAS, the Board of Trustees and staff of the Roselle Public Library District are entrusted with the care and safeguarding of library materials and the building, grounds and personal property belonging to or in the custody of the Library; and

WHEREAS, pursuant to the Illinois Public Library District Act, 75 ILCS 16/30-55.70, the Board of Trustees has the power to establish late fees and penalties for injury to any books or other library materials, or to any real or personal property belonging to or in the custody of the Library and for failure to return any book or other material or personal property belonging to or in custody of the Library.

NOW, THEREFORE, be it ordained by the Board of Library Trustees of the Roselle Public Library District, DuPage and Cook Counties, Illinois, that the schedule of late fees and penalties set forth herein shall apply to the failure to return library materials in a timely manner and for the commission of injury to library materials and equipment, the Library building, its grounds or the property thereof.

Section 1: LATE FEES SCHEDULE

\$0.10 (10 cents) fee per item per day will be charged with the following exceptions:

\$0.25 (25 cents) fee per item per day for all DVDs excluding "Quick Pick"* items.

\$1.00 (one dollar) fee per item per day will be charged for the late return of all "Quick Pick"* DVDs, electronic games, and electronic devices.

* "Quick Pick" refers to newly released films which have a higher demand and shorter loan period.

Up to fifty-nine (59) days overdue (late), the maximum fine that can be charged per item is the cost of the item as indicated in the computer database.

Section 2: PENALTY SCHEDULE

Items which are sixty (60) days or more overdue may be referred to a collection agency or for prosecution under the Theft of Library Material by Failure to Return (720 ILCS 5/16-3(d)).

Items overdue for sixty (60) days or more will be subject to a penalty equal to the replacement cost, costs related to the retrieval of the overdue item including costs for a collection agency and/or costs related to criminal prosecution, and a \$5.00 (five dollar) processing fee to cover the cost of acquiring and preparing a new title to be added to the collection.

Replacement Costs shall be established according to the cost of the item as indicated in the computer database.

Damage to Library materials and property will be subject to penalty. Materials that are returned to the library in damaged condition shall be subject to a penalty equal to the replacement cost plus a processing fee of \$5.00.

Patrons with fines and/or penalties accumulated to \$5.00 or more will be denied borrowing privileges. Borrowing privileges may be reinstated when all outstanding late fees and penalties have been cleared from the patron's record.

Willful damage to the library building, grounds, and any other property thereof shall be subject to the penalties established under all Federal, State, and Local laws which may apply.

Persons committing willful acts that result in damage to library property, building, or grounds, may be barred from the use of the library. ~~Borrowing Library~~ privileges may be reinstated when complete restitution ~~under the law~~ has been made.

For more information on behavior guidelines, refer to the Library Patron Behavior Policy found on page 7-3.

Persons signing as the responsible party for a minor child or other person in their care shall be denied borrowing privileges when any person for whom they are financially responsible has incurred late fees or penalties over \$5.00 (five dollars) for the late return or non-return of library materials, or damage to library materials. Borrowing privileges may be reinstated when all late fees and penalties have been cleared.

The person to whom a library card is issued agrees to notify the Roselle Public Library District orally or in writing, as soon as possible, of the loss, theft or possible unauthorized use of their library card. The cardholder is liable for any unauthorized use of their library card that occurs prior to notification, up to a

maximum of \$100.00, or the cost of the materials borrowed with the card, whichever is less.

The replacement fee for a library card is \$2.00 (two dollars). If stolen, this fee will be waived if the patron provides a copy of the theft report from the police.

Section 3: DEFINITIONS

For the purpose of this document, the following definitions shall apply:

Late: After the date on the date due slip and/or in the computer database.

Replacement Cost: The cost for an item of the same format and general content (e.g., an adult hardcover fiction title for an adult paperback trade edition nonfiction title, etc.). It will be at the library's discretion whether or not a specific title will be replaced.

Section 4: That all ordinances or part of ordinances in conflict with the provisions hereof are hereby repealed insofar as they conflict herewith.

ADOPTED this 12th day of October 2016, pursuant to roll call vote as follows:

AYES: Harold, Oprenchak, Spencer, Eichholz

NAYS: None

ABSTAIN: None

ABSENT: Barnes, Piorkowski, Pizzicaro

The motion was approved.

/S/ Sue Ellen Eichholz
President, Board of Library Trustees
Roselle Public Library District
DuPage and Cook Counties, Illinois

(S E A L)

ATTEST:

/S/ Gary Oprenchak, Secretary Pro Tem, 10/12/16
Secretary, Board of Library Trustees
Roselle Public Library District
DuPage and Cook Counties, Illinois

12/10/14, 5/8/13, 10/9/11, 3/9/11, 6/14/06, 12/10/03, 3/12/03

**ROSELLE PUBLIC LIBRARY DISTRICT
POLICY ON NON-RESIDENT LIMITED LIBRARY CARD**

A Non-Resident living within the Roselle Public Library District a projected thirty (30) days or longer as a guest of a resident of the Library District may be issued a Roselle Public Library District library card with proper identification, including a photo ID with permanent address, and per verification of their temporary residency by the resident cardholder the person is living with. This library card will be valid for the length of their stay up to a one-year expiration. This library card remains the property of the Roselle Public Library District.

A temporary Roselle Public Library District library card may be issued to a person residing within the boundaries of the Roselle Public Library District for a projected thirty (30) days or longer. This temporary card will be issued for the length of the stay up to a one-year expiration. The person requesting the temporary library card must provide a photo ID with their permanent address, along with proof of temporary residency such as a letter from the employer requiring the short term residency, verification from the insurance company, realtor, or builder in the case of a temporary relocation, and or verification from the hotel where the person is residing that is located within the Roselle Public Library District. This library card remains the property of the Roselle Public Library District.

ROSELLE PUBLIC LIBRARY DISTRICT POLICY ON RECIPROCAL BORROWING

The Roselle Public Library participates in Statewide Reciprocal Borrowing following the ordinance approved annually by the Roselle Public Library District Board of Trustees.

Reciprocal Borrowing privileges are the right of a person holding a valid library registration card from a full system member public library to borrow on site from all the other public libraries that are full system members of one of the Illinois library systems without using inter library loan mechanisms.

Reciprocal borrowers seeking library services from the Roselle Public Library are required to:

1. Present an unexpired borrower's card, in good standing, valid for reciprocal borrowing issued by their home library or by a library system as evidence of their eligibility for this service.
2. Prove identity, residency, signature and age.
3. Pay promptly all loss, damage, or delinquency charges which may be charged or may be accrued against them.

Reciprocal borrowers are registered for one year, or until the expiration date of the home library card, whichever is first.