

## Library Card Policy

Adopted by the Hinckley Public Library District Board of Trustees

August 12, 2013

Revised 2/8/16, 12/9/19, 9/12/2022

Hinckley Public Library District's (HPLD) service area includes Squaw Grove Township. Anyone living in the service area may obtain a library card by filling out an application card and presenting valid identification with photo ID and proof of address. Acceptable forms of identification include driver's license or state ID card, utility bill, insurance card, voter's registration card, recent mail, mortgage or lease papers, or bank statement. Children ages 5-17 are eligible to get a library card, but must be accompanied by a parent or legal guardian with valid identification in order to apply. The guardian is responsible for any fines and fees associated with the minor's account. Resident cards are valid for three years and the cardholder may renew by verifying their contact information.

Those living in Pierce and Big Rock Townships do not pay taxes to any library. They are eligible to purchase a library card for a fee based on their property taxes. Home owners need to show a copy of their most recent property tax bill to have their fee calculated. Renters must show proof of their monthly rent cost such as a lease or canceled check. Fee calculations are explained in the annual ordinance concerning non-resident service. Non-resident cards are valid for one year from the date of purchase and the fee must be calculated again upon renewal.

Individuals who reside outside of HPLD's service area but own property inside the area may obtain a library card without paying a fee by showing proof of property ownership.

Cardholders who do not have their library card with them can check out materials by showing picture ID. Cardholders are responsible for the return, in good condition, of all materials borrowed. Borrowing privileges will be suspended if the patron's fines reach \$10.00. See HPLD's Fines and Fees Policy for more information.

The library participates in the Illinois Reciprocal Borrowing Program. HPLD cardholders may borrow materials from any participating library in Illinois. Reciprocal borrowers must have a valid library card from another public library in Illinois with them in order to be registered as a reciprocal borrower. They may check out materials from HPLD as long as they are in good standing with their home library. Reciprocal borrowers may not check out downloadable materials. Privileges are valid for one year or until the expiration date of the reciprocal borrower's home library card, whichever comes first.