

OPERATING POLICY

CIRCULATION

The materials and resources of the La Grange Public Library are available on an equal basis to all individuals with a valid library card. This applies to persons with a La Grange Public Library card or another Metropolitan Library System member card and to other cardholders with reciprocal borrowing privileges.

Loan periods are set based on demand and availability of resources. Specific information regarding loan periods is available on the Library's website or at the Patron Services Desk.

Library Cards

All residents of the Village of La Grange are entitled to a free library card. The card is issued for three years. Two pieces of identification must be shown at the time of registration. Persons under the age of 18 must be accompanied by a parent or guardian when applying for a card.

If you are not a resident of the Village of La Grange, you may be eligible for one of the following types of cards.

Business Owners/Managers and Property Owners

The La Grange Public Library Board of Trustees will grant a library card to the owner or manager of a business operating in the Village of La Grange or a property owner subject to the following.

1. The card is a one-year card.
2. The owner or manager must apply in person and, if necessary, supply proof of their status in the company at the initial application and all subsequent renewals.
3. After presenting a current tax bill as proof of ownership of property within the geographic boundaries of the Village of La Grange, the owner will be issued a single, one-year MLS card. The owner must also show proof of residence in an area not served by a system member library, so that duplicate records are not created in the database. Renewal of the card will require the most current tax bill to be shown at time of renewal registration.

Hotel/Motel Residents

Hotel/motel residents within the library's taxing district will be issued a one-year library card upon proof of thirty days continuous residence. This regulation is adopted by the Board pursuant to Illinois Compiled Statutes, 5/1-3 "Use--Rules and Regulations".

Teacher Cards

La Grange Public Library has entered into an intergovernmental agreement with School Districts 102 and 105 to allow teachers to check out materials, use library databases, and have access to meeting room space. This is a separate card, valid for one school year, for purposes that directly benefit students in these schools. Each year school principals provide the Library with a list of eligible teachers.

Temporary Cards

Temporary La Grange library cards may be issued to au pair workers, foreign exchange students and live-in caregivers, with verification of residency within the incorporated boundaries of the Village of La Grange. Others not stated here, in similar situations may be granted temporary privileges at the discretion of the Head of Patron Services or



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Library Director. Applicants must provide one form of ID and a letter from their employer or school, attesting to their status and residence within the village. This temporary card will be valid for a period of six months. Holders of a temporary card are entitled to all library services available to La Grange Public Library cardholders.

Non-Residents

Non-residents who are not eligible for a library card through one of the above means may purchase a non-resident card. The fee for the non-resident card is based on the "tax bill method," which calculates the library tax the nonresident would pay if the property were located in La Grange.

The La Grange Public Library Board of Trustees adopted the annual Non-Resident Fee in line with Illinois PA 92-0166 effective August 1, 2002. The Board will adopt an annual Resolution specifying its acceptance or declined participation in the Non-Resident Library Card Reciprocal Borrowing Program.

Responsibilities of Cardholders

Cardholders are responsible for all materials borrowed on their card. This includes returning the materials in a timely manner and in the same condition as when the materials were borrowed. Materials kept beyond the loan period will be considered overdue, and fines or replacement fees will be assessed. Replacement and processing fees will also be assessed for lost or damaged materials. Specific information on fines and fees is available at the Patron Services desk. Items borrowed from other libraries will be billed in accordance with rates established by the owning library. Since use of other library's materials is a courtesy, it is expected that these bills and fees will be paid promptly.

The library sends out overdue notices as a courtesy. Patrons are responsible for timely return of materials whether or not they receive the overdue notice. Having overdue materials, fines or fees on library cards may cause borrowing or service restrictions here or at other libraries. Cardholders or parents/guardians of cardholders under 18 years old are also responsible for notifying the Library of any change of address, e-mail address or telephone number.

There are no age restrictions on the borrowing of materials from the La Grange Public Library. Parents or legal guardians are responsible for monitoring the materials used by their children.

Renewal of Library Cards

Library cards when issued are valid for three years. An expired card may be renewed upon proof of continued residency within the Village of La Grange. All fees and fines must be paid before a card can be renewed.

Lost or Stolen Library Cards

Cardholders are responsible for materials checked out on their cards until the card is reported lost or stolen to the La Grange Public Library. A fee is charged for replacement of a current library card. To replace a lost or stolen card, a patron must prove residency in the Village of La Grange.

Confidentiality of Patron Records

As required by the Illinois Library Records Confidentiality Act (75 ILCS 70/1 et seq), a library patron's registration and circulation records are confidential. No individual's records will be released to any person or agency except pursuant to a court order. Library staff may provide information to a minor's parent or legal guardian about fines or overdue materials. For more information, see the Library's Confidentiality of Library Records policy.