

## **POLICY 300**

### **LIBRARY CARDS**

All Lisle Library District (LLD) residents may obtain a Library card, regardless of age. The District includes most of Lisle proper, including some unincorporated areas in Lisle, Naperville, and Woodridge.

#### **A. District Residents**

1. Library cards will be issued, without charge, to any person residing within District boundaries.
2. Patrons must provide proof of residency for the finalization of card registration and at the time of renewal.
3. Patrons may pre-register for a Library card online via the LLD website, however card registrations must be finalized by LLD staff.
4. Library cards are valid for two years and are automatically renewed pursuant to proof of District residency and LLD policy. The LLD utilizes a third-party vendor for residency verification. The automated renewal service uses the United States Postal Service's (USPS) National Change of Address (NCOA) database. Patrons will receive an email about the automatic renewal if they've opted to receive email notifications from the LLD.

#### **B. District Minors**

1. For minors up to the age of eighteen years, a signatory/parent/legal guardian signature is required for Library card registration finalization or for a renewal. The signatory is responsible for all materials checked out on a minor's card.
2. For minors, the legally designated primary residence will be used to determine eligibility for a library card. Library account correspondence will be sent to this address and all materials checked out on the minor's card will be the responsibility of the signatory on the card.
3. When a minor has multiple residences within the District, and there is an instance of joint custody, the child will only be issued one Library card. Parents shall decide which address will be tied to the Library card, thus determining that all the Library account correspondence will be sent to this address and the signatory at the address will be responsible for all materials checked out on the minor's card.
4. The LLD Director may grant provisional access to minors for a designated period of time due to exceptional familial circumstances, with the understanding that the card signatory is responsible for all materials checked out on a minor's card.

#### **C. Non-Resident Taxpayer**

1. LLD property owners who reside outside the District are eligible for a non-resident taxpayer Library card with full privileges. This includes non-resident owners or those who lease taxable property.

2. A current property tax bill must be presented, showing ownership of the parcel of property within the District. Those who lease taxable property must show a copy of the commercial lease.
3. The LLD card is valid for one year from date of issue.

#### **D. Non-Resident Option**

1. In accordance with 75 ILCS 16/30-55.60, residents unserved by a public library may obtain an LLD card via payment of an annual fee.
2. The LLD must be the closest public library to the registrant's principal residence.
3. The non-resident fee shall be equitable and proportionate to property taxes paid by District residents. The LLD shall use the "Tax Bill Method" as established by the Illinois State Library [75 ILCS 5/4-7(12) and 16/30-55.60].
  - a. 75 ILCS 16/30-55.6 Exemption - Any nonresident minor under the age of 18 living in an area of proximity to the Lisle Library District, and whose household falls at or below the U.S. Department of Agriculture's Income Eligibility Guidelines may qualify for a personal Youth Non-Resident Library card at no cost. This card is issued in the same manner as a Youth Resident Library Card, has the permissions of a Youth Resident Library Card, and may be used only by the cardholder. As per the qualifications of this card type, annual income and number of residents per household is part of the application and renewal process.
4. Non-resident LLD cards shall be valid for one year from date of issue and shall afford patrons full LLD privileges. Non-resident LLD card-holders may also seek reciprocal card privileges at other public libraries.
5. The non-resident annual fee affords LLD cards for all members of the respective household.

#### **E. Responsibilities**

1. LLD card-holders (signatories) are responsible for all materials checked out on their cards. In the event of loss or damage to LLD material, charges may be added to the patron account.
2. If the LLD card is stolen or lost, the patron shall inform the LLD as soon as possible. The LLD will place a "block" on the card that prohibits use until the card is recovered.
3. Identification and/or other documentation is required to validate account information or to determine District residency.

Adopted 12/14/87  
Revised 11/13/96  
Revised 11/13/02  
Revised 02/20/12  
Revised 07/10/19  
Revised 03/17/21  
Revised 01/21/26