

## **BORROWING PRIVILEGES - REGISTRATION REQUIREMENTS**

The Evans Public Library District is a tax-supported public library. This means that people residing within the library district pay taxes to support the Library. Those people who live within the library district need pay no additional fee to be eligible to receive their first library card. Library cards are renewed every three years without additional fees provided the library card holder continues to reside within the library district, and is a patron in good standing. There is a fee of \$2.00 to replace damaged, destroyed, lost or stolen library cards.

As a resident card holder, the borrower identified on the valid borrower's card may physically take his or her library card to another Illinois library to borrow materials. Those materials are the responsibility of the individual who borrows them, and are subject to all of the fines, rules, and regulations of the lending library. Often libraries limit the borrowing privileges of reciprocal borrowers, and it is best to know local rules and procedures before making selections.

Nonresident cards are issued to persons who do not reside within the library district, do not own property within the district, and do not have a valid library card at an Illinois public library. The library uses the tax bill method of determining the non-resident fee. A copy of an individual's most recent residential tax bill or current rent receipt is needed to register for a card. Non-residents may use their library card at other Illinois public libraries participating in the non-resident program.

If you reside outside the library district, but own property within the library district, upon presentation of a tax bill bearing your name, you may have one library card for the exclusive use of the individual whose name appears on its face without additional payment. This card may be used at any Illinois library. Proof of property ownership must be provided annually.

Adults wishing to register for a borrower's card, renew an expired borrower's card, or replace a lost, stolen, damaged or destroyed borrower's card at the Evans Public Library District must bring with them one form of identification which bears their name and address, a photo identification is required. Additional verification of residency includes but is not limited to a driver's license, utility bills, mail, or voter's registration card.

Children between the ages of 3 - 17 residing within the library district must have a parent's or guardian's signature on any initial application for a library card.

Evans Public Library imposes no age restriction on the use or borrowing of any books or other materials, including all forms of physical media. The library believes that this right properly belongs only to parents and legal guardians of minor children. In order to meet the needs of the community, the library acquires a wide variety of materials, and there may be some items that parents or legal guardians find inappropriate for their children. For this reason, the library urges parents and legal guardians to take an active interest in their children's use of the library and to guide their children as they deem best.

In order for a minor child (under the age of 18) to receive a borrower's card from the library, a parent or legal guardian must sign a release that declares that: They are the parent or legal guardians of the named minor child; They accept full responsibility for the return of books and other materials checked out by the named minor child, as well as liability for payment for the child's overdue, damaged, or lost materials; They accept full responsibility for the choice of materials borrowed by the minor child (or on the card issued in the name of their minor child).

It is the responsibility of parents and legal guardians to restrict the minor child from checking out physical media rated 'R' by the Motion Picture Association of America or rated "Parental Advisory" by the Recording Industry Association of America. Not all of the library's media are rated. The library is unable to place lending restrictions on online or digital resources.

New patrons may check out a limit of three (3) items consisting of no more than one (1) DVD and two (2) books, until they receive their library card in the mail. Once they have received their library card and are in good standing, they may have full borrowing privileges.

Any non-resident employee shall receive a free library card for their family. The card will be effective during their employment and will terminate when the employment is terminated.

Teachers who reside outside the library district but who teach at schools within the Vandalia School District may be issued individual cards, without charge, for the privilege of checking out library materials. These cards will be issued on a yearly basis and will be valid for the school year. The cards will list the teacher's name and the name of the school at which he/she teaches. This card may be used to check out library materials for classroom and student use only. The teacher checking out the materials is responsible for any damage to, or loss of, said materials. All fines accrued on materials for classroom use will be waived upon return. For the purpose of this policy, the following schools are within the Vandalia School District: Vandalia Alternative Education Programs, Vandalia Elementary School, Vandalia Junior High School, and Vandalia High School.

## **BORROWING PRIVILEGES - ELIGIBILITY TO BORROW**

Individuals presenting valid borrower's cards issued by the Evans Public Library are eligible to borrow materials from the Evans Public Library when the following conditions are met:

1. No materials are lost at Evans or at any other library.
2. No outstanding fines in aggregate excess of \$5.00 have accrued to their card.
3. No materials borrowed for them from another library are overdue in any amount.
4. No materials borrowed from Evans Public library greater than five are overdue in any amount.

The library staff may not waive these regulations without the specific permission of the Librarian, however the patron may request and receive a 24-hour hold on the item(s) he or she wishes to check out to allow the patron to correct the situation which has resulted in loss of eligibility to borrow.

The library may restrict family members from borrowing materials from Evans Public Library if any member of their immediate family residing in the same household has lost materials, fines in aggregate excess of \$5.00, or overdue materials borrowed from another library.

Individuals presenting a valid card from another public library in Illinois may borrow materials from the Evans Public Library. The card must have the name of the individual presenting it, and an expiration date in the future. The Library staff may wish to phone the patron's home library to verify that the patron is in good standing. Interlibrary loans and holds must be obtained at the patron's home library.

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