



# Circulation Policy

---

## LIBRARY CARDS

### Resident Cards

Residents of the Village of Woodridge may apply for a library card at no charge. A signature from a parent or guardian is required for card holders under 18. Identification and current residency in the Village of Woodridge must be established. Identity and proof of residency can be established with a current photo ID issued by a government agency, such as a driver's license, state I.D., or Mexican Matricula Identification Card.

Proof of residency can also be established with documents such as a utility bill, property tax bill, or mortgage or lease documents. P.O. Boxes are not accepted. Once issued, cards are valid for three years. Persons aged 17 and younger are allowed to obtain a library card, but if a person aged 17 and younger obtains a card, their parents and guardians are allowed access to their circulation records until the person has reached the age of 18. Parents and guardians of persons aged 17 and younger are responsible for all materials borrowed by the persons aged 17 and younger.

### Business Cards

Businesses and organizations located within the corporate boundaries of Woodridge may apply for a business card. One card will be issued to the owner or manager of the business who has the authority to assume financial responsibility for the materials checked out on the business card. Proof of identity and residency are required. Cards issued are valid for one year.

### Property Owner Cards

Those who own property in the Village of Woodridge, but do not live in Woodridge, are eligible for a Woodridge Public Library card. The most recent property tax bill showing the owner's name and property address is required at the time of application. Proof of home address is also required. Cards issued are valid for one year.

### Non-Resident Cards

Residents of Illinois in an area that is not taxed for public library service may purchase a non-resident library card. This card must be purchased from the closest public library to the applicant's home address (per Illinois Public Act 92-0166). Non-resident cards are subject to the same verification of address and identity as resident library cards. All members of the household are entitled to a non-resident card upon payment of the non-resident fee. The non-resident fee is determined annually by the Library Board. A non-resident card is valid for one year from the date of issue.

### Reciprocal Borrower Cards

The Woodridge Public Library accepts cards from other public libraries in Illinois, subject to verification from the home library.

**Overdue, Lost and Damaged Materials**

Card holders are responsible for timely return of materials. Materials kept out beyond the loan periods will be considered overdue and fines or replacement fees will be assessed. Overdue notices may be provided as a courtesy by a schedule set forth from the Library. Card holders are responsible for keeping track of the due date of their library materials, and are responsible for timely return of materials regardless of receipt of overdue notices.

Replacement and processing fees will also be assessed for lost, damaged, or unreturned materials. A collection agency may be used to retrieve overdue materials or replacement fees. Card holders are responsible for fees, including reasonable attorney's fees, assessed by these agencies.

**Suspension of Privileges**

Having overdue materials, fines, or fees on library cards may cause suspension of privileges here or at other libraries. Library cards may also be barred when the registration address must be verified, such as when the card is expired or mail has been returned.

**Borrower Liability**

Card holders are responsible for all materials checked out on their card. Parents and legal guardians are responsible for all materials checked out on cards held by persons aged 17 and younger. Parents or legal guardians are responsible for monitoring the selection of library material on cards held by persons aged 17 and younger. If a card holder allows others to check out materials on his or her card, those materials are still the responsibility of the card holder. Lost cards must be reported immediately. Card holders are responsible for all materials checked out on their card up to the time the card is reported lost. A fee is charged for replacement of a current library card.

*Library staff shall develop such rules and procedures as are necessary to ensure compliance with the Woodridge Public Library Circulation Policy.*

Approved by the Woodridge Public Library Board of Trustees 3/20/2019