



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 ID, 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. **One library card** may be issued to any property owner **whose name is listed** on the property bill. 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. Individuals or families who do not live within the corporate boundaries of the Village of Woodridge and who are not eligible for service from another public library may purchase a Woodridge Public Library Card. According to Illinois State Library Laws and Rules, Section 3050.25 Applying for a Non-Resident Library Card: "A nonresident shall apply for a Non-Resident Library Card at the closest public library. The factor for determining the closest public library shall be the residence of the nonresident. Non-residents shall apply at the participating public library in the school district in which the non-resident has his or her principal residence unless, due to the commonality of community interests, library services at another library that is physically closer may better serve the needs of the non-resident." 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.

Educator Cards

Under an approved intergovernmental agreement between the Library and School District 68, Educator Cards may be issued to a limited number of pre-approved educators, typically the Library Media Center Director at each school. The School District is responsible for the addition/deletion of names from the approved list of users and is responsible for all lost and damaged items borrowed by educators who use the card. Borrowing privileges are valid for one year from August 1st through July 31st. Educators may check out items for the benefit of School District students. Educator cards are only valid at the Woodridge Public Library and cannot be used to check out materials at any other library.

Cardholder Responsibilities

Cardholders are responsible for all material borrowed on their cards and are expected to return the materials on time and in good condition. Overdue notices may be provided as a courtesy by a schedule set forth from the Library. Cardholders 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.

Parents and legal guardians are responsible for all materials borrowed 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 cardholder allows others to borrow materials on their card, those materials are still the responsibility of the cardholder. Lost cards must be reported immediately. Cardholders 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.

Having overdue materials may cause borrowing or service restrictions at the Woodridge Public Library or other libraries. Cardholders may be charged for lost, damaged, or unreturned materials. Processing fees will also be assessed for lost, damaged, or unreturned materials. 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.

Cardholders are required to notify the Library of any change of address, email address, or phone number.

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

Approved by Library Board of Trustees 7/17/2024