3.04 BORROWERS AND BORROWERS’ CARDS

1. A Resident Adult Card or a replacement card will be issued to any adult upon presentation of required identification defined as a current photo ID with a current residential address within the District. If the address is not current a second form of identification verifying a current residential address within the District will be required.

2. A Resident Youth Card or a replacement card will be issued to any youth under the age of 18 years upon presentation of required identification from a parent or guardian verifying a current residential address within the District. Signature of parent or guardian accepting responsibility for any delinquencies and lost or damaged material is required, and the parent or guardian’s library card, if they have one, must be in good standing.

3. A Business Card will be issued to the owner, president, or director of any business or institution upon presentation of required identification verifying a current tax paying business address within the District. The signatory on the application will sign a statement of responsibility for any delinquencies, lost or damaged material.

4. A Teacher Card will be issued to any teacher while teaching in a school in the Niles-Maine District with required identification. The teacher will sign a statement of responsibility for all delinquencies and lost or damaged material.

5. A Non-Resident Card may be purchased by non-residents living in unserved areas. The fee charged is determined by state formula. The one-year card will be issued to residents at a single address with presentation of required identification. The Director may issue non-resident cards at no charge to library employees who live outside the District. A card so issued will be canceled upon the employee’s separation from the Library.

The non-resident fee is waived for a resident in an unincorporated area under the age of 18.

6. Any non-resident who owns taxable property within the District may be issued a card with presentation of required identification. The signatory on the application will be responsible for any delinquencies, lost or damaged material.

7. Delinquency in returning overdue library materials and/or in payment of fines, fees or replacement charges may result in cancellation of a library card. Extreme cases of delinquency will be brought to the attention of the Director and may result in legal action.

8. Library cards inactive for three years are purged.

Adopted by the Niles Public Library District Board of Trustees 7.1.92
Revised 6.15.94; 2.21.96; 10.16.96; 3.19.97; 10.15.97; 12.10.97; 11.15.00; 1.17.01; 8.24.01; 8.21.02; 6.18.03; 8.17.05; 4.16.08; 4.19.17; 5.20.20; 2.15.23