



## WESTMONT PUBLIC LIBRARY

428 N Cass Ave, Westmont, IL 60559

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westmontlibrary.org

Providing the community with the keys to lifelong learning.

### **Borrower Registration Policy**

#### **Purpose**

All residents and organizations who pay property taxes to the Westmont Public Library are entitled to a library card. The purpose of this policy is to identify the different types of library cards and ensure access to the Westmont Public Library for all taxpaying residents and organizations. The Westmont Public Library abides by all laws, rules, and regulations issued by the State of Illinois with regard to the issuing of library cards.

#### **Guidelines**

The person applying for the card accepts responsibility for all items borrowed with the library card and may be required to reimburse the library for lost or damaged items, or for fines or fees incurred on the card. Patrons who authorize other users, or share their cards with others, will still be held responsible for all items checked out using their card. Lost, stolen, or suspected unauthorized use should be reported immediately. The library will not issue cards to patrons with unpaid bills at another SWAN library. At the time of registration for library privileges, the applicant will be asked to provide the following information: name, address, telephone number and/or email address, and birth date. Children under the age of 18 must have a parent or legal guardian sign the application for a library card and agree to accept financial responsibility for all materials borrowed on the minor's card.

#### **Types of Cards**

##### **Residents of the Westmont Public Library taxing district**

To receive and maintain a borrower's card, residents of Westmont must present proof of residency within the boundaries of the Westmont Public Library taxing district. An Illinois Driver's License or an Illinois State Identification Card with a valid Westmont address will suffice in most cases. If the above identification is not available, then a recently dated piece of official mail with the applicant's name and current address must be presented. Library cards will be valid for three years or until the patron no longer owns or rents property in the library taxing district.

##### **Non-Residents**

For a fee, a non-resident library card will be issued with full privileges for a household in unincorporated areas where Westmont Public Library is the closest public library or where taxes are paid to the local school district. The fee for a library card for a non-resident household is based on the tax bill method which uses the same multiplier as tax paying residents. Applicants should present their current tax bill and acceptable identification as described above. Non-resident renters will be assessed 15% of one month's rent and must present a copy of their lease to obtain a card. Such cards will be valid for one year.

**Temporary Residents**

Temporary residents may obtain a library card with a shortened renewal period. Identification and proof of address in Westmont are required. In most cases, a lease agreement or hotel bill are considered acceptable proof of residence.

**Westmont Businesses**

Persons who operate a business within the boundaries of the Westmont Public Library taxing district are entitled to a business library card. Applicants must present proof that their business is located within the library taxing district. Such proof may include a tax bill or a business license. Business cards will be valid for three years or until the business no longer pays taxes to the library.

**Reciprocal Borrowers**

The Westmont Public Library will honor any current library card in good standing, from a Reaching Across Illinois Library System (RAILS) library or from any public library having reciprocal borrowing agreements with RAILS or with the Westmont Public Library. To register as a reciprocal borrower, the borrower must present a current and valid card from his/her home library. Registration will be valid for one year or until the expiration of the reciprocal borrower's card at his/her home library, whichever is earlier.