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LIBRARY ACCOUNTS

GENERAL OBJECTIVE

The primary purpose of this library is to provide library service to the residents of the City of Danville. In addition, library service may be extended to non-residents, as provided by the *Illinois Compiled Statutes*, Chapter 75, Section 4-7.12, and under such special regulation as the Board shall adopt.

LIBRARY ACCOUNTS: BORROWERS

RESIDENTS. Upon completion of the application procedure, including providing evidence of residence within the legal city limits of Danville, any person shall be issued a library card which entitles them to borrow library materials. Evidence of residence shall be government issued identification that features a photo as well as the resident's current address, such as a Driver's License, State ID, and/or Passport. If the government issued ID is expired or does not have the current address listed, the resident may also present one of the following as proof of address:

- Mail postmarked within 30 days
 - Tax bill for most recent year
 - Bill
 - Voter's registration card
 - Lease
 - Imprinted personal check

For people under the age of eighteen (18) who cannot provide the above identification, the library will accept verification by parent or legal guardian by showing evidence of residence of the applicant as outlined above. Parent or legal guardian must be a new patron or a patron in good standing when applying for their child's card.

Staff will mail a welcome note to the address provided by the resident. If the mail is returned, a block will be placed on the resident's account that will prevent further use of the account until resident can provide further proof of address.

RECIPROCAL BORROWERS. Reciprocal borrowers' privileges are extended only to individuals with a valid borrower's card from a public library in the state of Illinois. These borrowers are subject to the same rules and regulations as city patrons. (See Section 3321 for details.)

NON-RESIDENT BORROWERS. Policies concerning non-residents are outlined in Section 3320.

ADOPTED: 12/12/1983
AMENDED: 11/19/1984, 11/24/1986, 2/23/2000, 6/16/2008, 2/16/2016, 12/17/2019
REVIEWED:
LEGAL REFERENCE: <i>Illinois Compiled Statutes</i> , Ch. 75, Sec 5/1-3, Local Library Act

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OUTREACH BORROWERS. This library's Outreach Department provides library service to the residents of the City of Danville who are unable to travel to Danville Public Library due to a permanent or temporary disability. In addition, library service may be extended to non-residents who are housed temporarily at a nursing facility in Danville for rehabilitation; if the person refuses this service, the person may obtain a card under the reciprocal or non-resident borrower categories as long as the qualifications are satisfied.

See Sections 3320 and 3321 for more details.

LIBRARY ACCOUNTS: INTERNET-ONLY

INTERNET-ONLY PATRONS Children and teens under eighteen who are not able to sign up for a library card may apply for an Internet-only card, which allows them to use the library's public Internet-accessible technology. Internet-only cards do not allow a patron to borrow library materials and are valid for one year from the date of issuance.

GUEST PASS Patrons who need to use a computer but do not have valid identification to sign up for a card are allowed a one-time, fifteen-minute guest pass for computer and printing use.

RESPONSIBILITY

Patrons responsible for all library materials charged on their card until such items are checked in. Parents or legal guardians are responsible for all items checked out on their children's cards.

Materials are expected to be returned on time and in useable condition. Patrons will be charged for materials that are not returned by their due date or returned in such condition as the material needs to be withdrawn from the collection.

A patron's card may not be used by anyone other than the person to whom it was issued. This includes cards within the same families, e.g., parents may not use their child's card, siblings may not use each other's cards.

Patrons are advised to only check out the amount of materials they can responsibly maintain. Patrons are responsible for tracking due dates, including those of items which may automatically renew.

Patrons are responsible for notifying the library of any changes in information on the library registration form.

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