



OPERATING POLICY

LIBRARY CARDS

Residents

Are taxed for Library services on their real estate tax bills. A La Grange Public Library card can be obtained upon display of valid photo identification and proof of current address within La Grange. A parent/guardian must provide identification and proof of residency for children 12 and under. Cards are valid as long as the cardholder remains a La Grange resident.

Property Owners

Who do not reside in La Grange may obtain a Library card. This card is available to individuals and commercial property owners who own property in La Grange. 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 and may be renewed as long as eligibility continues.

Business, Governmental Entities and Non-Profit Organizations

Located in the corporate boundaries of the Village of La Grange are eligible without charge for a Business, Government, and Organization card. By submitting a business card, letterhead, or other documentation indicating ownership or management and accepting financial responsibility for all materials borrowed on a business library card, the owner or manager may request cards for up to three employees. Proof of address such as a current utility bill or property tax bill is required at the time of application. The owner or manager of the business is responsible for notifying the Library if a cardholder is no longer eligible for card use. Cards issued are valid for one year and may be renewed as long as eligibility continues.

Teachers

May be issued a teacher card through an approved intergovernmental agreement between the Library and schools. These cards are valid until the end of the school year in which they are issued.

Temporary Visitors & Residents in Transition

Will be issued a temporary resident card for those who plan to live within the corporate boundaries of the Village of La Grange for less than one year. Residents who reside in hotels, motels, rooming houses, and other types of temporary housing and who do not have proof of long-term residency must show proof of short-term residency. Temporary resident cards are valid for three months and may be renewed every three months upon proof of continued short-term residency.

Restricted Use

Cards will be issued without charge to any resident of La Grange who presents valid photo ID without current proof of address. Restricted Use cards are valid for 30 days, provide access to most services of the La Grange Public Library and allow a maximum checkout of two items at any time. Restricted Use cards may not be used to check out equipment for at home use and do not have reciprocal borrowing privileges at other libraries. Restricted Use cards may be converted to resident La Grange Public Library cards upon presentation of current proof of address.



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Online Registration

Cards will be issued to residents who register online for a temporary card that may be used to access electronic resources and downloadable materials. Cardholders must visit the Library and present photo identification and proof of address to convert their online card to a resident card.

Non-Residents

Who do not live within the corporate boundaries of the Village of La Grange and who are not eligible for service from another public library may purchase a La Grange Public Library card. According to Illinois State Library Laws and Rules, Section 3050.25 Applying for a Non-Resident Library Card: “A non-resident 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 non-resident. 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.” The fee is determined annually by the Board of Library Trustees according to the formula mandated by the Illinois law. This fee provides cards for all immediate family members residing in the same household. Cards are valid for one year after payment is received.

Reciprocal Borrowers

Holding a valid library card from a library participating in the “Illinois Reciprocal Borrowing Program” will be granted reciprocal borrowing privileges at the La Grange Public Library. Members of other SWAN libraries are automatically granted reciprocal borrower status at the Library. A current library card in good standing and a valid identification with the person’s address must be presented to obtain reciprocal borrowing privileges for non-SWAN members. The Library reserves the right to limit services.

Staff

Who reside outside the corporate boundaries of the Village of La Grange may be issued a staff card. The Staff card will be canceled when the staff member leaves the Library’s employment.

Cardholder Responsibilities

Cardholders are responsible for all materials borrowed on their cards and are expected to return the materials on time and in good condition.

Having overdue materials may cause borrowing or service restrictions at the La Grange Public Library or other libraries. Cardholders may be charged for materials long overdue or returned damaged.

In order to protect and ensure Library privileges, cardholders should notify the Library immediately if their card is lost or stolen. Materials checked out on a card up to the time the card is reported lost or stolen are the responsibility of the cardholder.

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