

Operating

LIBRARY CARDS

The Library Board of Trustees governs the policies related to library card issuance. As a local library, the Board of Trustees seeks to empower the people of La Grange with access to library services through a robust library card program.

Resident and Property Owners of Incorporated La Grange

Homeowners are taxed for Library services on their real estate tax bills. Renters in incorporated areas of La Grange receive the same privileges as a homeowners resident. A La Grange Public Library card will be issued to any residents who can provide valid photo identification and proof of current address within an incorporated area of La Grange. A parent/guardian must provide identification and proof of residency for children 12 and under. Cards are valid for the duration of the patron's residency in incorporated areas of La Grange.

Property Owners

Individuals who do not reside in incorporated areas of La Grange, but own residential or commercial property in incorporated areas of La Grange, may obtain a Library card. 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.

Non-Profit Organizations, Businesses and Corporations

Non-Profit organizations, businesses and corporations located in incorporated areas of La Grange are eligible without charge for a card. Individuals that serve as a senior administrative or corporate officer of a firm, business, or other corporation owning taxable property within the Village may obtain a Library card without additional charge. To request a business or corporation card, the applicant must present proof of good standing from the Illinois Secretary of State and copy of the most recent tax bill on the property located within the Village. Cards issued are valid for one year and may be renewed as long as eligibility continues.

Teachers

Educators may be issued a teacher card through an approved intergovernmental agreement between the Library and schools.

Restricted Use

Restricted Use Cards will be issued without charge to any resident of incorporated areas of La Grange who present 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.

Temporary Visitors & Residents in Transition

Temporary visitors or residents in transition may be issued a temporary resident card for those who plan to live within the incorporated areas of La Grange for less than one year. Residents who reside in hotels, motels, rooming houses, and other types of temporary housing in incorporated areas of La Grange areas and who do not have proof of long-term residency must show proof of short-term residency. (i.e. a signed agreement or

Operating

lease from the housing provider). Temporary resident cards are valid for three months and may be renewed every three months upon proof of continued short-term residency.

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. Both the home library and the La Grange Public Library reserve the right to limit services.

Staff

Staff of the Library who reside outside the incorporated areas of La Grange may be issued a staff card. The staff card will be canceled when the staff member leaves the Library's employment.

Non-Residents

The Board of Trustees reassesses its commitment to provide Library services to non-residents on an annual basis and determines the standards and fees associated with the non-resident Library card program. People who do not live within the incorporated areas of La Grange and who are not eligible for service from another public library are considered non-residents and may purchase a La Grange Public Library card.

A non-resident must apply for a non-resident library card at the closest public library. The factor for determining the closest public library is the residence of the non-resident. Non-residents are eligible for a La Grange Public Library Card if (1) their principal residence is in the boundaries of La Grange School District 105 or (2) the Library is physically closer than the library located in their local school district and, due to mutual community interests, library services may better serve the needs of the non-resident.

The La Grange Public Library Board of Trustees applies the Tax Bill Method established by Illinois Law to determine the fee for non-resident taxpayers or renters.

Non-resident taxpayers must pay a sum equal to the library tax rate (including all special levies) that would apply to their principal residence if the property were in the incorporated service area for the Library. This sum is calculated on an individual case-by-case basis. The most recent property tax bill will be used by the Library in making this calculation.

Non-Resident taxpayers have the option of choosing to pay the annual card fee in either a one-time lump sum for a 12-month period or paying 50% for the first 6-month period and 50% for the last 6-month period.

Non-resident renters shall be charged 15% of one (1) month's rent as the annual non-resident fee. Non-resident renters must provide a copy of an executed, current lease to apply for a non-resident card.

This fee provides cards for all immediate family members residing in the same household. Cards are valid for one year or six months after payment is received in accordance with their payment choice.

Operating

Exemptions to Non-Resident Fees:

A fee for an unincorporated non-resident library card shall not be charged to:

- Children aged 18 and younger who do not reside within the incorporated boundaries of La Grange and reside in boundary of La Grange School District 105
- Veterans with a service-connected disability of at least 70% who are exempt from paying property taxes on their primary residence or who does not own their principal residence in an unincorporated area
- An unmarried surviving spouse of a veteran who qualified for the veteran exemption prior to their spouse's death
- An unmarried, surviving spouse of a service member killed in the line of duty.

Qualifying veterans or surviving spouses must present documentation that indicates their residence is exempt from paying property taxes. The veteran shall present documentation of at least 70% disability from the U.S. Department of Veteran's Affairs.

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, lost or returned damaged.

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.