

## **Borrowers' Card Policy**

### **Resident Library Cards**

Residents of the Incorporated Village of Glenview, whether they own or rent real property, are eligible for a Glenview Public Library card at no cost, upon presentation of proof of residency and proper identification.

The owner of residential property, who does **not** live at the qualifying address, does **not** have this same right to a library card based on place of residence and/or payment of tax. All rights to Library privileges are the sole prerogative of the renter and any family or persons residing at that qualifying address.

A Glenview Public library card is valid for 3 years.

To obtain a Glenview Public Library card, adult residents 18 years of age and older, residing within the incorporated Village of Glenview, must provide 2 pieces of current identification with their name and address. One piece of identification must be a current Illinois State issued photo ID. An Illinois Driver's License, State of Illinois Identification Card or Firearm Owner's Identification Card are acceptable pieces of state photo identification. A second form of identification with the individual's name and current address must also be presented. The following are considered acceptable forms of identification:

- Paid utility bill, current within the past 30 days
- Mortgage or rent receipt, current within the past 30 days
- Bank statement dated within the last 30 days

Children through seventeen years of age must be accompanied by a parent or legal guardian who shall provide proof of residency and who shall sign the application in the presence of a Circulation Department staff member.

- Residents must apply for a library card in person
- Each borrower must use his or her own card to borrow materials. Library cards are not transferable.
- Each library card holder is responsible for all items borrowed on his or her card.

### **Non-Resident Library Cards**

The Glenview Public Library accords library service to "non-residents" of the Village of Glenview where the Glenview Public Library is located closest to the person's principal residence. To this end, and based upon an analysis of the commonality of community interests, the non-resident service being provided by other public libraries in the general area of the Glenview Public Library, and the reciprocity of services offered by public libraries in the geographical area formerly known as the North Suburban Library System, it is the policy of the Glenview Public Library to accord non-resident service to property owners residing within both unincorporated Cook County and the Glenbrook South High School boundaries of Glenbrook High School District 225 (the "GPL Non-Resident Service Area"). Non-residents must purchase a library card in order to use the Glenview Public Library.

A valid non-resident library card shall accord the non-resident library cardholder all the services the issuing public library provides to its residents, including reciprocal borrowing privileges. All non-residents cards are valid for one year only, and must be renewed annually.

1. Non-Resident Taxpayers.

The cost of a non-resident library card is intended to be approximately the same amount as would be paid through property taxes if the property were located in the incorporated Village of Glenview. The actual cost of a non-resident card for non-resident taxpayers is determined by applying the current library tax rate, including all special levies, to the Equalized Assessed Valuation, after exemptions, of the non-resident property owner's principal residence. Non-resident property owners must bring their second installment real estate tax bill to the Library in order for staff to calculate the cost of the library card.

2. Non-resident Renters

Illinois State law also provides that the annual fee for a Non-resident Renter is 15% of the Renter's monthly rent. For verification purposes, the renter shall provide to the Library a copy of the lease proving current residency in the GPL Non-Resident Service Area, and a current rent receipt or a cancelled rent check.

**Business Library Cards**

**Eligibility/Cost.** Businesses located within the Village of Glenview (i.e., that are actually doing business and have a permanent business address within the Village of Glenview) are eligible to apply for and obtain Business Library Cards from the Glenview Public Library, free of charge. Businesses located (whether owning or renting) in the GPL Non-Resident Service Area may purchase Business Library Cards for an annual fee calculated on the same basis as for non-resident taxpayers.

**Number of cards.** In the case of businesses located within the Village of Glenview, up to two Business Library Cards may be issued to businesses and organizations where the property on which the business is located is liable for \$100,000 or less in annual real estate property taxes levied by taxing districts including the Glenview Public Library, for the year previous to the card application; and up to three Business Library Cards may be issued to such businesses and organizations where the property on which the business is located is liable for more than \$100,000 in annual real estate property taxes levied by taxing districts including the Glenview Public Library, for the year previous to the card application.

In the case of businesses located in the GPL Non-Resident Service Area, up to two Business Library Cards may be issued to businesses and organizations where the property on which the business is located is liable for \$100,000 or less in annual real estate property taxes levied by taxing districts for the year previous to the card application; and up to three Business Library Cards may be issued to such businesses and organizations where the property on which the business is located is liable for more than \$100,000 in annual real estate property taxes levied by taxing districts for the year previous to the card application.

**Library Privileges.** All privileges, rules, limitations and fees or charges that apply to an individual Library card apply to the Business Card. Normal borrowing limits and fines apply.

**Term.** Business Library Cards are issued for one year in the name of the Business and the Business's Chief Operating Officer.

**Application/Issuance.** To apply for a Business Library Card, the business must provide a letter of authorization on official letterhead stationery, signed by the business owner or chief operating officer. The letter must include (1) the name of the business, (2) business address, (3) the name and contact information of the chief operating officer, (4) a paid current property tax receipt or lease, (5) a current year Illinois Tax ID form or other approved type of verification, (6) the name and titles of the individuals the business is authorizing to hold a library card in the name of the business or organization. The individuals authorized to hold a Business Library Card may not include individuals that are already cardholders of a library that is located within the geographical area formerly known as the North Suburban Library System. The letter must include a Business acknowledgement:

- a) Accepting financial responsibility for lost or damaged materials and overdue charges;
- b) Accepting responsibility for Library cards issued in the organization's name, including notification to the Library of any card number that leaves the company's control.

The individuals designated by the Business to hold a Business card shall be issued a Business Card, upon submission of the aforementioned documentation, and presentation of a valid state of Driver's License or current state issued photo ID. One of the designees must be the Chief Operating Officer or owner setting up the account. The business is responsible for retrieving Library cards from any staff members who leave their employ, and/or notifying the Library to cancel any card number that leaves their control.

**Termination of Use.** Borrowing privileges to the organization will be allowed as long as the card is in good standing and the business and all designated cardholders maintain clear Library records, or until the account is cancelled. However, cancellation does not relieve the company from obligation to the Library for the return and/or payment of materials previously borrowed on the card(s). Upon termination, all cards shall be turned in to the Library.