



Obtaining a Library Card

Requirement of a Card

Books and other library materials may be borrowed for use outside the library by presenting a valid library card obtained at this library, any other GateNet member library, or any library within Illinois that maintains a reciprocal borrowing agreement with GateNet member libraries.

Obtaining a Card

Borrower's cards are issued free to an applicant who is a tax-payer, or lives in the household of a taxpayer, of the Smithton Public Library District. Cards are issued for a 3-year period and are renewable upon request.

A person who lives outside the Smithton Public Library District limits may receive a one-year borrower's card upon application and payment of a non-resident fee.

Procedure for Issuing a Borrower's Card

Taxpayers and residents of a taxpayer's household of the Smithton Public Library District

Present proof of identity, residency, and/or ownership by:

1. Presenting a photo ID
AND
2. Real estate tax bill, lease agreement, or utility bill showing a legal residency within the Library District.

Minors age 5-15 must be accompanied by a parent or legal guardian to obtain a borrower's card.

Non-Residents

Non-residents of SPLD, who are not resident of any other Library taxing district or body, may obtain a card, valid for one year, by paying the non-resident card fee and presenting photo identification.

Staff and Volunteers

Staff and Volunteers shall be issued a borrower's card for the duration of their service with SPLD.

Students of Smithton Public Grade School and St. John the Baptist Catholic

This Section applies to students of Smithton Public Elementary School and St. John the Baptist Catholic School in Smithton, Illinois who are not residents of the Smithton Public Library District, any other Illinois library district, or resident of the jurisdiction of any Illinois municipal library.

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Revision regarding Student barcodes to use Online Research Resources adopted by resolution of the Board, October 24, 2013.



Such students may obtain a student card at the library when accompanied by their teacher OR a parent (or legal guardian) and proof of current enrollment in the stated schools.

Rights and Responsibilities

All rights and responsibilities conveyed by such a student card are the same as those stated elsewhere, except that the term of the card shall expire on the last day of the current school year, OR when the child ceases to be enrolled in one of the stated schools.

Additionally, student cards are to be used only during class trips to the library by the cardholder. Such cards **may not** be used to check out materials for family members.

Students who do not live in the Smithton Public Library District, and who want to use the library's online resources, may obtain a Student Card or barcode for access to online resources.

Responsibility

The holder of a valid library card is legally responsible for all library materials borrowed on the card. In the event that the holder of the library card is a minor, the parents or legal guardian will be held responsible for library materials borrowed on the card.

Unauthorized Use

In the event that a valid library card is borrowed, lost, stolen, otherwise put to unauthorized use, the registered holder is held legally responsible for materials borrowed on the card until such time she/he notifies the librarian and requests that the card be invalidated. After that it shall be the responsibility of the librarian to prevent any further unauthorized use by confiscating any and all invalid cards presented to her/him.

Invalid Cards

A library card shall remain valid for 3 years (1 year for non-residents), or until such time as it is invalidated by one of the following events:

Registered holder

- (a) dies
- (b) moves out of Smithton Public Library District
- (c) returns card for cancellation
- (d) has borrowing privileges revoked
- (e) notifies the librarian that she/he is no longer responsible for use of the card.

Lost Cards

When a borrower's card is reported to be lost, stolen, or damaged, a new card may be issued. A \$2.00 fee will be charged for all replacement cards.

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Privileges

Pursuant to the American Library Association's *Library Bill of Rights*, which states, in part, "A person's right to use a library should not be denied or abridged because of origin, age, background, or views," the Smithton Public Library District will not limit the use of any library material or service by any cardholder.

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