

**Borrowing Privileges Policy**  
***(Board of Trustees Approved: April 2021)***

- I. Eligibility for a Forest Park Public Library (FPPL) Card
- A. Any adult resident, business, or property owner in the Village of Forest Park may receive a FPPL card.
  - B. Children who live in Forest Park may receive a FPPL card at any time.
  - C. FPPL shall not issue cards or provide service to patrons who are known to have financial obligations (in the form of unpaid fees) at another Illinois library.
  - D. Non-residents without a valid library card from another Illinois library may obtain a non-resident card that can be used at FPPL if they meet the criteria stipulated in the current Board of Trustees' Non-Resident Borrower Resolution.
  - E. A limited use library card may be granted to unhoused patrons with a valid form of ID. Limited use cards will allow checkout of no more than two items excluding electronics, DVDs, and Video Games. Interlibrary Loan and Reciprocal Borrowing privileges will not be permitted on limited use cards.
- II. Registration
- A. An adult (18 years or older) needs to establish their identity and residency, business, or property ownership in the village to register for a library card. The following documents satisfy these requirements for residency: A Picture ID with Forest Park residence address **OR** a Picture ID without Forest Park residence address and one other proof of residency (A list of acceptable proof of residency may be obtained at a service desk). No further documentation is required.
  - B. Patrons under 18 years of age must be accompanied by a parent or guardian when registering for a FPPL library card. The accompanying adult:
    - must also sign the application;
    - is responsible for materials checked out by the minor [see IV below]; and
    - must show a valid library card in their own name or proof of residency, as required above.
  - C. Students attending Forest Park School District 91 schools may apply for library cards through the school.
  - D. The following documents satisfy the requirements to establish business or property ownership in the village: A Picture ID and satisfactory evidence of property or business ownership. No further documentation is required.
- III. Library Card Fees
- A. There is no charge to Forest Park residents for obtaining a FPPL card.
  - B. Fees for non-residents are as provided in the current Board of Trustees' Non-Resident Borrower Resolution.
- IV. Responsibilities of Borrowers
- A. Patrons are responsible for returning all materials checked out on their cards on time and in good condition.
  - B. Parents and guardians accept full responsibility for their children's selection of materials. The Library shall not restrict checkout selection based on age, with the exception of specified electronic devices.

- C. All children will be granted access to and use of the Internet as described in our Internet Use and Electronic Device Policy. Parents and guardians also accept responsibility for their children's access to and use of the Internet while at the library.
- D. Patrons are financially responsible for lost or damaged materials, including processing fees.
- E. Patrons shall be charged a fee for all returned checks.
- F. Delinquent accounts may be turned over to a recovery agency and incur a collection fee.

#### V. Renewal of Library Cards

- A. Library cards are renewable every three years at no charge. The card holder must pay all fees associated with the card at the time of renewal and show a photo ID with current address.
- B. Children may renew their cards without a photo ID or responsible adult present if they live at the same address and have a card with no fees or delinquencies.

#### VI. Circulation Procedures, Fines and Fees

##### A. Oversight

The Library Director, with the assistance of staff, shall establish procedures in the following areas:

- Loan periods
- Item limitations
- Fee schedules
- Special restrictions

##### B. Overdue Materials

- Forest Park Public Library does not charge overdue fines on late materials. However, patrons are responsible for returning items on time and for paying for damage that occurred during use.
- Patrons with \$25 in bills or 11 or more items overdue on their account for more than 1 day beyond the due date will have their library card stopped. The card will be returned to working status once the overdue materials are returned.
- Items that are 42 days or more overdue are considered lost. Patrons will be billed the replacement value of these items and the library card will be stopped until the item is paid for or returned.
- If an item is not returned within 365 days of the overdue date it may not be returned and the replacement cost must be paid to return the library card to working order. Returning an item after 365 days will not result in a waiving or refund of the replacement fee.
- The guardian listed on a juvenile card is responsible for all fees on the juvenile's card.
- Overdue notifications are a courtesy and the library is not responsible for the borrower's failure to receive overdue notifications.

##### C. Lost Materials

- When an item that has been checked out to a patron is reported lost or has been overdue for 42 days, the patron will be charged the replacement value of the item as listed in the Library's records. The patron's card will be stopped until the replacement fee is paid.
- Patrons may be charged for the replacement of missing pieces, accessories, or components.
- A \$5.00 processing fee will be added to the cost of replacement.

##### D. Damaged Materials

- Patrons are liable for the cost of damaged items, except where such damage is determined to be the result of normal wear and tear.

##### E. Recovery Agency

- Accounts with a balance of \$40 or more may be referred to a recovery agency if left unpaid after 56 days. Patrons will be charged a fee of \$10 by the Library for each group of items referred to the recover agency at one time. Referrals of juvenile accounts to the recovery agency may be made in the name of the responsible adult who signed for the card.
- Recovery agency referrals do not impact a patron's credit score/rating.