

## **701 / Circulation**

### ***Library Card Registration***

A patron must have a valid Illinois public library card to borrow materials from the library. If the card is issued by the Villa Park Public Library, a registration worksheet must be completed by the applicant.

Patrons applying for a library card must provide two proofs of residency in the library's taxing district including one proof of identity.

If there is a question as to the patron's age, he or she must show some form of identification indicating proof of age. Patrons under age 18 must have a parent or guardian present in order to apply for a library card. The parent or guardian is responsible for all transactions including lost materials, fines and fees involving the card. If the minor's card is invalid due to delinquent charges, then the privileges of the responsible adult will also be restricted.

Parents or guardians must provide two forms of residency including one proof of identity.

An informational brochure is given to each new patron at the time of registration. The brochure states current loan periods, and fines and fees. By applying for a library card, the patron agrees to abide by the policies of the library.

The patron is responsible for all materials checked out on his or her library card.

A new card will be issued to a patron who has lost his or her card after the loss has been reported. A fee will be charged for this service. (See Policy 731, *Schedule of Fines and Fees*)

Library cards are automatically renewed every three years for cardholders living within the library's service area.

A registered card holder who has forgotten his or her library card may check out materials using a photo ID (i.e., driver's license, state ID, school ID).

Approved 01/08/1992  
Revised 07/29/1998  
04/28/2010  
05/27/2015  
05/25/2016