

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 a nonexpired government-issued photo ID as proof of identity, i.e. driver's license, state ID, REAL ID, FOID card, or US passport. If the photo ID does not have a current address, one additional document that proves residency within the library's taxing district must be provided. Acceptable documents include first-class mail addressed to patron at current address, utility bills, lease statements, mortgage agreements, auto insurance cards, and voter registration cards. Digital versions of these documents will be accepted.

If there is a question as to the patron's age, a form of identification indicating proof of age should be presented. 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 a nonexpired photo ID as proof of identity; see above list for acceptable forms of identification. If the photo ID does not have a current address, one additional document must be provided from the above list that proves residency within the library's taxing district.

The patron is responsible for all materials checked out on their library card.

A library 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.

A new card will be issued to a patron who has lost their card after the loss has been reported. A fee will be charged for this service.

Library cards for patrons who a) live within incorporated Villa Park and b) are 18 or older at the time of registration, have no expiration date. Fee-based cards will expire yearly and will be renewed after all relevant fees are paid. A card created on behalf of a minor will expire on the minor's 18th birthday, at which time they can apply for a new card on their own.

A registered card holder who has forgotten their library card may check out materials using a current, valid photo ID, i.e. driver's license, state ID, REAL ID, FOID card, or US passport.

See also:

- Policy 703 Oakbrook Terrace Residents
- Policy 731 Schedule of Fines and Fees (moved here from 7th paragraph)
- Policy 756 Non-Resident Library Cards
- Policy 758 Non-Resident Taxpayer Cards.

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