

LIBRARY CARDS

Eligibility Requirements:

The following persons are eligible for an Elmhurst Public Library card, which provides full borrowing privileges at the Elmhurst Public Library and reciprocal borrowing privileges at cooperating Illinois libraries:

- 1) **Residents** of the City of Elmhurst. Identification with proof of residency is required at the time of application. Post office boxes are not acceptable as mailing addresses without proof of residency. These cards are valid for 4 years.
- 2) **Elmhurst College Students living on campus.** These students will be issued an Elmhurst Public Library card valid for one semester. This card entitles these students to full borrowing privileges at the Elmhurst Public Library, and the Elmhurst College Library will be responsible for all losses incurred by these students. (Note: Students living in an area served by another public library which has reciprocal borrowing privileges with EPL may use that card.)
- 3) **Elmhurst Businesses and Non-Profit Organizations** that are located in incorporated Elmhurst are issued a specialized local use only card designed to support the local businesses that are part of this dynamic community. Elmhurst Business cardholders are extended many of the privileges of Elmhurst residents. Business cardholders have access to databases, computers, meeting rooms, study rooms, materials, and professional research support. An authorized agent of the business must submit the request for a card on business letterhead, and may be asked to provide further information to verify that their Business is in Elmhurst. The business or non-profit corporation is responsible for any overdue or Library item charges that accrue on the account. The card must be renewed annually.
- 4) Any **nonresident**, who as an individual, partner, principal stockholder or joint owner of **taxable property** within Elmhurst This non-resident privilege shall be extended to only one person (the first applicant) for each parcel of taxable property. Personal identification and presentation of a current tax bill receipt are required at the time of application. These cards are valid for one year.
- 5) **Nonresident staff members** of the Elmhurst Public Library may be issued a library card. These cards are valid as long as the person is employed at the library.
- 6) **Nonresidents Living in Unincorporated Areas of Elmhurst Community Unit School District 205.** Under the provisions of state law, the Elmhurst Public Library Board of Trustees has approved issuing library cards to nonresidents living in unincorporated areas of Elmhurst Community Unit

School District 205 for a fee. This fee will be determined using the Tax Bill Methods (23 Ad. Code 3050.60(b)) established by the Illinois State Library. In the case of rental property, the fee will be 20% of the monthly rent. This nonresident fee entitles the individual and any immediate family members living at the same address to a library card with full borrowing privileges, including reciprocal borrowing, valid for one year.

Reciprocal Borrowers and Work Perks Borrowers

Patrons with valid library cards from other Illinois communities are eligible to register their cards with the Elmhurst Public Library and receive reciprocal borrowing privileges. Reciprocal borrowing privileges are determined by the lending library. The Work Perks program is available to reciprocal borrowers who work in the city of Elmhurst and includes special privileges beyond normal reciprocal borrowing. Those privileges include: placing online holds for EPL materials, access to Hot Copy Books, Dvds, Magazines to Go and Nook eReaders. Also, remote access to some Library databases and access to the Makery is allowed with the Work Perks designation.

All Elmhurst Public Library cardholders and reciprocal borrowers are bound by the rules and regulations established by the Board of Trustees. An Elmhurst cardholder accepts full responsibility for all materials checked out on that card. Though there is no minimum age requirement to receive a library card, a child below high school age who applies for a library card must have the application signed by a parent or guardian who agrees to take financial responsibility for lost, damaged or overdue materials. Parents or guardians are responsible for determining the suitability of library materials for their children.

Lost/Stolen/Replacement Cards

When individuals apply for a library card, they sign the following statement:

“I understand I am responsible for this card and all materials checked out on this card until this card is reported lost or missing. I am further responsible for any charges that may result from late return, loss, or damage of materials borrowed.”

When an Elmhurst Public Library cardholder reports a library card stolen, that person will not be held responsible for any items checked out on that card after that date.

A nominal fee may be charged to replace lost, stolen or mutilated Library cards.