

## Library Card Policy

Library cards are available to all residents of and/or property owners in the Town of Normal. Residents must present photo identification and verification of their current address. Acceptable forms of photo identification and proof of address include driver's license, state ID, passport or green card. Other acceptable proof of address include utility bill, signed lease agreement, personalized checks, proof of property ownership in the Town of Normal, postmarked mail (within the last 30 days), and proof of current residency in a residence hall.

### **Minors**

A parent or legal guardian's signature is required for any one under the age of seventeen to acquire a library card. By signing the registration form, parents/legal guardians acknowledge responsibility for the items borrowed, fees incurred and children's access to content in any form.

### **Patron Responsibilities**

Account holders agree to obey all the rules and regulations of Normal Public Library, to promptly pay all fees charged to the account, and to provide immediate notice to library staff of any change of address and/or contact information.

Library staff are authorized to bill cardholders for lost, missing and/or damaged items, and to contract with a third party to collect on delinquent accounts. Items with a missing or damaged piece will be charged full replacement cost. All lost, missing, and/or damaged items will be billed a full replacement cost.

Accounts with an aggregate value of \$200 or more not resolved via the collections process may be reported to the Normal Police Department and pursued via (720 ILCS 5/16-3).

In order to check out materials patrons must present a library card or photo ID. All items on reserve must be checked out to the account on which they were reserved.

A patron may use only their library card (user ID) for computer access. Use of a library card (or user ID) other than one's own is prohibited.

### **Non-Residents**

In accordance with the Illinois Local Library Act (75 ILCS 5/4-7), an individual residing outside of the Town of Normal who:

1. Lives in the service area of another public library in the state of Illinois may register for a reciprocal library account at Normal Public Library.
2. Owns property within the Town of Normal and pays property taxes to the library, may annually present a tax bill for said property to receive a library card.
3. Is a veteran with a service-connected disability of at least 70% who is exempt from paying property taxes on their primary residence due to the Homestead exemption for veterans with disabilities, may annually present documentation from the county where

they reside that indicates their residence is exempt from paying property taxes to receive a library card.

4. Is an unmarried surviving spouse of a veteran who previously qualified for the Homestead exemption for veterans with disabilities or an unmarried surviving spouse of a service member killed in action, may annually present documentation from the county where they reside that indicates their residence is exempt from paying property taxes to receive a library card.
5. Does not qualify for 1-4, may purchase a non-resident fee card by paying an annual fee comparable to the property tax paid by city residents. The annual fee for non-resident card is established each year by the Board of Trustees. This fee entitles the immediate family to use Normal Public Library and participating libraries statewide.

Non-resident cards are non-transferable and must be renewed each year.

In accordance with Public Act 102-0843, Normal Public Library waives non-resident fees for persons under 18 years old.

Residents of areas served by a public library, such as Bloomington, must first establish an account at their home public library prior to registering an account at Normal Public Library.

#### *Resource Sharing Alliance*

Normal Public Library is a member of the Resource Sharing Alliance. Normal Public Library account holders may use their card at any other public library within the Resource Sharing Alliance, including those in Hudson, Towanda, Carlock, Danvers, and Heyworth. Library card holders from any of the other public libraries in the Resource Sharing Alliance may also use their library card at Normal Public Library.

#### **Computer Use Cards**

Anyone age 17 or older may apply for a computer use card which will provide access to the library's computers only. Computer use cards may not be used to check out circulating items, access interlibrary loan services, or access the collections of other libraries in the state, according to Illinois Administrative Code Section 3050.45. Computer use cards are non-transferable and must be renewed each year.

#### **Lost Cards**

Lost or stolen library cards must be reported immediately to library staff. There is no charge to replace a library card. Cardholders are responsible for items charged to a library card until it is reported lost or stolen.

*Approved by the Board of Trustees of Normal Public Library on March 24, 2010; Amended January 28, 2015; August 26, 2015; May 29, 2019; February 15, 2023; February 26, 2024; June 18, 2025.*