

BRADLEY PUBLIC LIBRARY DISTRICT
PUBLIC USE OF THE LIBRARY POLICY

SECTION 2: BORROWING PRIVILEGES

The Bradley Public Library District is a tax-supported public library. This means that people residing within the jurisdictional boundaries of the Bradley Public Library District pay taxes to support the library. Those people who live within the jurisdictional boundaries of the Bradley Public Library District do not need to pay any additional fee to be eligible to receive their first library card. The Library should be notified of any change of address, email, telephone number, or name. All card holders shall assume full responsibility for all material borrowed on their cards. Card holders should report lost or stolen cards immediately to prevent misuse. Materials checked out on a card up to the time it is reported stolen or lost is the responsibility of the card holder. The Bradley Public Library District recognizes four types of borrowers: Resident, Non-resident, Non-resident property owner or business owner, and Reciprocal.

Resident Borrower: Any resident of the Bradley Public Library District may obtain a library card by completing an application card and furnishing proof of current residency and a photo ID. Resident cards are valid for 3 years and can be renewed without additional fees, provided the library card holder continues to reside within the jurisdictional boundaries of the Bradley Public Library District and furnishes proof of residency. Damaged, destroyed, lost, or stolen library cards will be replaced free of charge one time per year. The fee for subsequent replacements is \$1.50 per card. Adults wishing to replace a lost, stolen, damaged, or destroyed borrower's card must bring with them a photo ID.

Children under the age of 16 must have a parent or legal guardian's signature on any initial application for a library card. The application must be completed with the adult present in the library. Children under the age of 16 may use the proof of residency provided by their parent. Residents 16 and over may provide their own proof of residency, or use that of their parent if the parent is present.

As a resident borrower, the person identified on a valid library card may physically take their library card to another public library to borrow materials. Those materials are the responsibility of the individual who borrows them, and are subject to all of the fines, rules, and regulations of the lending library.

Non-resident borrower: Any person not a resident of the Bradley Public Library District or another public library taxing district and owning or leasing no property within the jurisdictional boundaries of the Bradley Public Library District may obtain a non-resident borrower's card by completing an application card, furnishing proof of current address and photo ID, and paying the then current non-resident fee. Non-resident fees are determined annually by the Board of Trustees using the general mathematical formula provided by the Illinois State Library and are in effect on July 1st of each year. A non-resident borrower's card will be valid for one year. This fee entitles the entire family living in the household to have the same borrowing privileges as a resident card holder and reciprocal borrowing privileges at other public libraries.

Non-resident property owner or business owner: Any person not a resident of the Bradley Public Library District but who owns or leases property or a business within the Library District may obtain a non-resident borrower's card without additional charge by furnishing a valid photo ID and their current real estate tax bill or lease agreement for property within the Bradley Public Library District and completing an application card. In addition, partners, principle stockholders, joint owners, or senior administrative officers of the owner or tenant can also receive a Non-resident property owner card for the same address by furnishing a valid photo ID and their current real estate bill or lease agreement for property within the Bradley Public Library District. A non-resident property owner card will be valid for one year. This card has the same borrowing privileges as a resident card and provides for reciprocal borrowing privileges at other public libraries.

Reciprocal borrower: Any person holding a valid borrower's card from another public library in Illinois will be granted reciprocal borrowing privileges. Patrons of non-PrairieCat libraries will be required to complete an application. Staff will verify the applicant is in good standing with their home library.

Approved: April 20, 2011, Revised: November 14, 2012, Revised: February 20, 2019,
Revised: August 21, 2019