



## LIBRARY POLICY

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	Borrowing Privileges Policy	ADOPTED DATE 06/27/2002
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		REVIEW DATE 03/24/2012
REVISION 2.0		REVISED DATE 10/26/2017

### POLICY

The Borrowing Privileges Policy defines who may use the library, the extent and frequency of their access and controls the sharing of library materials between other libraries and their patrons.

### PURPOSE

To insure equal access to the collection for Frankfort Public Library District residents; prevent monopolization of material; insure replacement of lost material and allow for efficient tracking of the use of library material.

### SCOPE

Applies to: All Frankfort Public Library District residents; Businesses located within the boundaries of the Frankfort Public Library District; non-residents of adjacent areas not otherwise included in another public Library's boundaries.

### PROCEDURAL CONTROL

CIRCULATION    X            ADULT SERVICES -            YOUTH SERVICES -            COMPUTER LAB MONITORS

**Resident Card:** The Frankfort Public Library District is a tax-supported public library; therefore individuals residing within the jurisdictional boundaries of the Frankfort Public Library District are not required to pay an additional fee to receive their first library card. Applicants must provide identification that verifies a current address within the Frankfort Public Library District. Library cards are renewed every three years without additional fees, provided the library cardholder continues to reside within the jurisdictional boundaries of the Frankfort Public Library District, and is a patron in good standing. A \$2.00 fee is charged for replacement of damaged, destroyed, lost, or stolen library cards. Children under the age of 18 must have a parent's signature on any application for a library card.

**Restricted Use Card:** A one-year account issued at no fee for those without a fixed address. This card entitles the customer to use of the public computers and a maximum checkout of two items.

**Non-Resident Property Owner Card:** A library card shall be issued at no fee to a non-resident who, as an individual or as a partner, principal stockholder, or other joint owner, owns taxable property or is a senior administrative officer of a firm, business, or other corporation owning taxable property with the jurisdictional boundaries of the Frankfort Public Library District. Some type of proof of ownership (i.e. tax bill, tittle, deed, etc.) must be provided in addition to personal identification. The card is valid for one year, and may be renewed, depending upon the user's good standing with the library. A \$2.00 fee is charged for replacement of damaged, destroyed, lost, or stolen library cards.

**Non-Resident Local Business Renter:** A library card shall be issued at no fee to a non-resident local business renter. Some type of proof of business ownership ( i.e. a rental or lease agreement, etc.) in addition to personal identification, must be provided. This privilege does not extend to non-resident employees who work in a business located within the library service area. The card is valid for one year, and may be renewed, depending on the user's good standing with the library. A \$2.00 fee is charged for replacement of damaged, destroyed, lost, or stolen library cards.

**Non-Resident Card:** Individuals residing in an area unserved by a public library may purchase a non-resident card for an annual fee, if the Frankfort Public Library District is considered to be the closest public library to the applicant's residence as determined by Illinois state law. The fee is based on the equalized assessed valuation of the Frankfort Public Library District, and is to be the non-resident's proportionate share of library taxes paid by Frankfort Public Library District residents. This fee extends all services offered by the Frankfort Public Library District, including reciprocal borrowing privileges, to the entire family. The card is valid for one year, and may be renewed, depending upon the user's good standing with the library. A \$2.00 fee is charged for replacement of damaged, destroyed, lost, or stolen library cards.

The Library Board of Trustees shall annually take action to decide whether to continue to issue non-resident library cards during the ensuing 12 months. At that time, the non-resident library card fee formula and fee to be used will be determined and adopted.