

301: Library Cards

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RESIDENTS & PROPERTY OWNERS OF INCORPORATED NORTHBROOK

Residents

Are taxed for library service on their real estate tax bills. A Northbrook library card can be obtained upon display of a valid government-issued photo identification card and proof of current address within incorporated Northbrook. Northbrook resident and property owner library cards expire after three years and must be renewed with presentation of identification and proof of current address.

Property Owners

Who do not reside in Northbrook may obtain a library card. This card is available to individuals and commercial property owners who own property in Northbrook. Only one card will be issued for each parcel of property. A current tax bill and proof of ownership must be provided to obtain a property owner library card.

Children

Under the age of 18 must have a parent or guardian fill out the application form. The parent/legal guardian must present a picture ID and proof of current address. The parent/legal guardian will be responsible for any material checked out on the child's card, and assume full responsibility for the return, damage, fees or fines for materials loaned under this policy.

Nannies and Au Pairs

Who live with a family in incorporated Northbrook may receive a Northbrook Public Library card with a picture ID and a caregiving contract, or a letter from the family in incorporated Northbrook that includes proof of the living arrangements in Northbrook. If the Au Pair is under 18, a parent from the family must present a photo ID and proof

of current address. An Au Pair card will be issued for one year, or the year listed on the letter.

Teacher Cards

Teacher cards are issued to teachers through an approved intergovernmental agreement between the library and schools. Teachers must show a valid picture ID and have prior approval from the school district.

Business and Organization Cards

A Northbrook Public Library card can be obtained by a business or organization, profit or nonprofit, upon proof of business or organizational ownership or rental (i.e. the most current tax bill, a rental or lease agreement, professional license, business card, etc.). Only one card will be issued per business or organization. An owner, partner, principal stockholder, joint owner, or a senior administrative officer of the business or organization must submit the application. The business or organization is responsible for any fines and fees associated with, or damage done to library materials checked out with its card. A business or organization card will be issued for three years.

Temporary Visitors & Residents in Transition

Seasonal visitors or residents in transition temporarily residing within the library boundaries will be eligible to obtain a temporary borrower's card for all library services upon providing a photo ID and a letter from a social service agency, temporary employer and/or landlord/relative or guardian verifying the temporary address. Every 90 days, the temporary visitor can bring in a piece of mail or other acceptable evidence of residency for an extension of library privileges.

UNINCORPORATED AREAS

Illinois state law allows libraries to offer library cards to persons who do not reside in the library's boundaries or own taxable property within the library's boundaries. Purchased card- holders are entitled to the same services as taxed card-holders.

Taxpayers

The cost of library service for residents outside the boundaries of incorporated Northbrook is determined by the EAV (the equalized assessed value) multiplied by the current tax rate for library service for Northbrook taxpayers. The cost of library services will be calculated on all taxable parcels included in the non-resident property owner's principal residence. Residents of unincorporated areas should bring in their most recent tax bill to determine cost.

Renters

Illinois State law provides that the annual fee for unincorporated area renters is 15% of the renter's monthly rent. For verification purposes, the Renter shall provide to the library a state photo ID along with a copy of the lease proving current residency in the Northbrook Public Library Unincorporated Service Area.

Payment

Payment for purchased library service must be paid in full at the time of purchase, which can be obtained for 6-month or 1 year intervals. Additional cards for family members in the same residence may be obtained at no additional charge. Family members over the age of 18 must be present with a photo ID and proof of current address.

Reciprocal Borrowers

The library extends reciprocal services to persons with a valid current Illinois library card. A current library card in good standing and a valid identification with the person's address must be presented to obtain reciprocal borrowing privileges. Patrons within the Cooperative Computer Services (CCS) Consortium are already in the database and do not need to register individually at each CCS library. The library reserves the right to limit services.

Library Card Use

Any cardholder, regardless of age, may borrow any circulating item in the library's collection. Patrons are required to present their physical or digital library card or photo ID when borrowing materials. Patrons may continue to check out as long as their account balance remains below \$10.00.