



LIBRARY CARD & LOAN POLICY

Residents and La Grange Park Property Owners

Any person who resides within the Village of La Grange Park will be issued a library card upon application without a fee. Applicants are required to provide proof of residence. Acceptable items of proof are a valid driver's license or other valid photo ID. If a photo ID has not been updated with a current address, a current lease, mortgage statement or utility bill can be presented. If the applicant has no proof of address, they can apply online and their card will be mailed to the listed address. The library card of an applicant under the age of 18 will be issued in the presence of a parent or guardian, or when one has applied for the card online.

Business owners within the library district may also obtain a La Grange Park Public Library card. The card shall accord the property owner all the services the La Grange Park Public Library provides its residents. Applicants are required to provide proof of ownership. This privilege may be extended to only one person for each parcel of taxable property.

Teacher Loan Cards

Through an intergovernmental cooperative agreement with La Grange Elementary School District 102, certified teachers employed in the District are eligible for a Teacher Loan Card. Teachers can apply in person or online and library staff will verify employment via district website. Cards can be used at libraries in the SWAN consortium for curriculum and instructional support and will be in effect for the length of the school year. Current loan policies will be in effect for all materials checked out.

Library Cards

If a card is lost, stolen, or assumed to be stolen, the library must be notified immediately so that a stop can be put on the card to prevent illegal use. The holder of the card will be exonerated from liability for items that may be checked out on the lost or stolen card, effective upon the date of notification. Any person who has unpaid overdue fines, overdue material, or lost or damaged materials at any other SWAN library will not be allowed to obtain a library card until those issues have been resolved.

The library should be notified of any change of name, address, or phone number. Borrowers may be asked to provide proof of residency upon request. All valid Illinois public library cards will be honored by the La Grange Park Public Library District, subject to its regulations and procedures.

Lending Procedures

Library materials are available to all patrons under the library's policies and procedures. Items not available in the La Grange Park Public Library collection may be available through interlibrary loan (ILL). Once an item is available, the borrower will be notified and the item will be held for seven days. Vacation loans are available upon request. All borrowers should present their library card at time of checkout. Borrowers without their library card may check out materials with appropriate identity verification.

La Grange Park Library items do not accrue overdue fines. When an item is 7 days overdue, a notice will be issued to the borrower. Once an item is 14 days overdue, a block will be placed on the patron's account until the overdue item is returned. The patron will be billed once an item is 42 days overdue.



All materials, excluding Hot Picks, check out for three weeks and may be renewed up to two times if no holds exist. Hot Picks check out for two weeks and are not eligible for renewals, nor can they be placed on hold. Some exceptions to these loan rules may exist for special collections such as technology and other equipment rentals.

Lost & Damaged Material

Lost Material: If, after 42 days, the overdue material still has not been returned to the library, this material will be deemed lost and billed to the patron's record. Interlibrary loan materials are billed in accordance with rates and policies established by the lending library. Any library material reported lost that was paid for and subsequently found becomes the property of the patron.

Damaged Material: If an item has been damaged to such an extent, or in such a way, that it cannot be retained in the library's collection, the cardholder will be billed for the item. Patrons will be billed according to the owning library if owned by another library.

Collection Placement: After an item is 60 days past due and your account balance equals \$50 or more, the library will forward outstanding debts to Unique Management Services, Inc. a library materials recovery agency. A service charge of \$10 is added for each collection placement. Unique Management will contact patrons to request the return of the overdue materials and payment of all outstanding charges.