

1. General Information

Every individual who resides in the Geneva Public Library District is entitled to a library account. Library account holders agree to comply with all rules and regulations of Geneva Public Library District and to be responsible for all materials borrowed and any fines incurred.

Current government-issued photo identification, proof of residency, and telephone number are required to open a library account and/or obtain a new or replacement library card. Cards shall be issued for a period of three years or until a minor's 18th birthday. Residents under the age of 18 need a parent or legal guardian's signature to open a library account.

Geneva Public Library District cards are automatically renewed every three years for cardholders living within the District. Privileges are rescinded upon termination of District residency.

A valid library account is required for use of many library services, including but not limited to checking out, renewing, and reserving library materials. A valid account is defined as:

- Account has not expired
- Patron address information on file is correct
- Patron does not have fines or fees in excess of \$20

Library cards may be used at any Library Integrated Network Consortium (LINC) library as well as other participating library systems throughout the state. See Library website for current list of LINC libraries. Borrowing privileges accorded to a Geneva Public Library cardholder at another library will be governed by the lending library.

2. Confidentiality

Geneva Public Library District complies with the Library Records Confidentiality Act (75 ILCS 70/1). The registration and circulation records of the Library are confidential information. No person shall publish or make available to the public any information contained in those records, unless (1) the information is requested pursuant to court order, or (2) the information is requested by a law enforcement officer as part of an investigation concerning a matter of public safety, the law enforcement officer represents either orally or in writing that immediate law enforcement activity that depends upon the disclosure would be materially and adversely affected by waiting until a court order could be obtained, and the information sought is limited to assisting in identifying a suspect, witness, or victim of a crime.

3. Lost or Stolen Library Cards

Lost or stolen library cards should be reported to the Library immediately to prevent unauthorized use. For the cardholder's protection the Library suggests library cards not be used by others. The patron is responsible for all items checked out on a lost, stolen, or loaned card, along with any fines, fees, or damages incurred, until the Library has been notified of the loss. There is a maximum liability of \$100

with proof of an official police report. There is no limit of liability in cases where fraudulent use is by family members or members of the same household; cardholder will be responsible for all costs and charges including charges for collection agency referral. A nominal fee may be charged for lost, stolen, or mutilated Library cards.

4. Suspension of Privileges

Library privileges may be suspended by Library Administration pursuant to the policies of the Board of Trustees. The Library reserves the right to enforce its policies through use of collection agencies, civil actions, and/or criminal prosecution. Reasons for suspension include but are not limited to:

- Unpaid overdue fines or fees exceeding \$20 or more on one account
- Excessive fines or fees at another library
- Violation of library policy
- Defacing of property

All accounts that a patron has signed responsibility for may be suspended from further use if total fines and fees and/or value of overdue or lost material exceeds \$50.

5. Temporary Residents

A person temporarily staying in the household of a resident of the Geneva Public Library District for a minimum of 30 consecutive days may be issued a temporary library card with an appropriate expiration date provided that the host will sign a responsibility statement for the applicant. A temporary resident living in their own house or apartment for a minimum of 30 consecutive days will be issued a temporary card with an appropriate expiration date. Proof of identification and verification of local and permanent addresses are required.

6. Non-Residents Who Own Property in the District

Persons who reside outside the District and own real estate within the Geneva Public Library District are entitled to a library card. One card will be issued per tax parcel and issued in the individual's name. Photo identification and proof of ownership are required.

7. Non-Resident Cards

The Board of Trustees is empowered to extend the privileges and use of the library to persons who are not served by another public library and to impose a non-resident fee for such services comparable to the cost paid by residents of the Geneva Public Library District.

- a) Non-Resident Homeowner – Family and individual non-resident homeowners' fees for the library privileges will be determined by applying the library's current tax rate to the registrant's most recent equalized assessed valuation.
- b) Non-Resident Renter & Non-Resident Rent Free – Family and individual non-resident fees will be based upon the State Fee calculation. This figure will be calculated by the Library Director at the beginning of each fiscal year.

$$\begin{array}{l} \text{Total Library} \\ \text{tax income} \\ \text{from local} \\ \text{sources} \end{array} \quad : \quad \begin{array}{l} \text{District} \\ \text{population} \end{array} \quad \times \quad \begin{array}{l} \text{Average \# of} \\ \text{persons per} \\ \text{household} \end{array} \quad = \quad \begin{array}{l} \text{Renter's} \\ \text{Fee} \end{array}$$

8. Institution Cards

Cards based on intergovernmental agreements may be issued to agencies within the Geneva Public Library District provided that the institution agrees to be responsible for all fines and fees incurred. The institution must provide a list of authorized users that is updated annually.

9. Business Cards

Individuals who rent commercial property for a business within the Library District may apply for a business card. One card is issued per business and in the individual's name. Photo identification and proof of business ownership required.

10. Reciprocal Borrower Cards

Reciprocal borrowing privileges are extended to a holder of a library card that is issued from an Illinois library that subscribes to the Reciprocal Borrowing Program. Reciprocal borrowers must present a library card issued by their local public library and a current government issued photo identification. Library privileges will be granted for one year or less dependent upon verification of eligibility and expiration of card at home library. Some restrictions may apply.

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