

## 11. Policy for Card Holders

Each person entitled to withdraw materials from the Library shall receive a Library card, which must be presented whenever any material is withdrawn. The Library card is issued for a period of three (3) years. At the end of this period, the patron must reregister. Library cardholders, whose cards would otherwise expire after their eighteenth birthday, will be set to expire on their eighteenth birthday, at which time these cardholders may register for an adult library card. Library cardholders holding library cards for more than 5 consecutive years shall have expiration dates of five (5) years, rather than three (3) years. The patron whose name is on the card should pick up their new or renewed card.

A patron may check out up to 15 items per checkout with a maximum of 50 items checked out at one time. A maximum of five (5) video titles may be checked out at one time.

If a Library card is lost, the Library must be notified at once. The missing card will be replaced with a new one upon payment of \$2.00.

All persons are required to use their own personal library card for all transactions. A Library card presented by anyone other than the borrower, unless authorized, may be held by the Library.

The Library must be promptly informed of any change of address. The Library Director may withhold all Library privileges from any patron abusing the Library or its materials in any way. The Library will not issue cards or provide service to persons who are known to have overdue obligations (in the form of unpaid fines or overdue/lost/damaged material) at another Library in Illinois.

All library cards expire on the last day of the month for the period that they are issued. Resident cards are issued for three years and non-resident cards for a period of one year. Nonresident taxpayer cards are also issued for one year. Expiration dates are marked on the face of the library card.

These rules and regulations may be changed, amended, or rescinded at any time, without notice, by the Library Board.

Revised, September, 2015