

Library Card Policy

Adopted by the Hinckley Public Library District Board of Trustees

August 12, 2013

Revised February 8, 2016

Residents of Hinckley Public Library District's service area may obtain a library card by filling out an application card and presenting valid identification with photo ID and proof of address. Acceptable forms of identification include driver's license or state ID card, utility bill, insurance card, voter's registration card, recent mail, mortgage or lease papers, or bank statement.

Children ages 5-18 are eligible to get a library card, but must be accompanied by a parent or legal guardian with valid identification in order to apply.

Hinckley Public Library District (HPLD) cardholders have access to the library's collection as well as e-books and online resources offered by the library. Staff should always check the patron record to ensure that their card is in good standing, and to make them aware of any outstanding fines or fees. Patrons who do not have their library card with them can check out materials by showing picture ID.

Cardholders are responsible for the return, in good condition, of all materials borrowed. Borrowing privileges will be suspended if the patron's fines reach \$5.00. See HPLD's Fines and Fees Policy for more information.

The library participates in the Illinois Reciprocal Borrowing Program. HPLD cardholders may borrow materials from any participating library in Illinois. Reciprocal borrowers must have a valid library card from another public library in Illinois with them in order to be registered as a reciprocal borrower. They may check out materials from HPLD as long as they are in good standing with their home library. Reciprocal borrowers may not check out downloadable materials. Privileges are valid for one year or until the expiration date of the reciprocal borrower's home library card, whichever comes first.

Children under 18 who wish to use the Internet, but do not have their library card with them, will have to present some alternative form of ID (such as a school ID or a Driver's License) so that staff can ensure that they have an Internet permission form on file. If the child is under 18, is unknown to desk staff, and has no form of identification, then access to the Internet will be denied.