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## Policy on Library Cards

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### A. **Preamble: Statement of Philosophy, Scope, and Purpose**

1. In part, the “mission of the Batavia Public Library is to provide and ensure access to materials and services to meet the lifelong learning needs of residents and organizations.”<sup>1</sup>
2. Pursuant to this mission, the Batavia Public Library (“Library”) will issue to each eligible resident of the Library District and non-resident property owner a borrower’s card (“Library Card”) — to access certain services and borrow books and other materials.
3. The Library encourages every eligible resident and non-resident property owner to have a Library Card.
4. As a conscientious steward of community resources, the Library endeavors to be as user-friendly as possible while protecting its fiscal assets.
5. Further, the Library strives to treat all Library users in a fair, consistent, and equitable manner.

### B. **Policy on Borrowing Privileges**

1. The actual use of a Library Card to borrow book and other materials from the Library is governed by the “Policy on Borrowing Privileges,” q.v., the current version of which is incorporated herein by reference.
2. This “Policy on Library Cards” is an interpretation of and a supplement to the “Policy on Borrowing Privileges.”

### C. **Policy on Service to Non-Residents**

Additional regulations on how to obtain a Library Card that are specific to non-residents, including fees, are governed by the “Policy on Service to Non-Resident,” q.v., the current version of which is incorporated herein by reference.

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<sup>1</sup>STATEMENT OF MISSION: The mission of the Batavia Public Library is to provide and ensure access to materials and services to meet the lifelong learning needs of residents and organizations, as well as to create a welcoming place to gather, exchange ideas, and participate in cultural events.

## D. Library Cards

1. **Definition:** “Register” refers to the act of obtaining a Library Card by registration, renewal, or replacement.
2. **Fees**
  - a. Original Library Card: There is no fee to obtain a Library Card for residents of the Library District and non-resident property owners.
  - b. Replacement Card: The fee to replace a Library Card that has not expired is \$2.00.
3. **Identification Required:** Residents of the Library District and non-resident property owners must present two (2) forms of identification in order to register for a Library Card, one from each of the following two categories:—
  - a. Proof of Identity
    - A document that provides “proof of identity” is an appropriate document that displays a photograph of the individual.
  - b. Proof of Residency and Current Address
    - A document that provides “proof of residency and current address” is an appropriate document of recent origin that displays an address located *within the service area* of the Library District.
    - Note: An Illinois driver’s license is not considered “proof of current address,” because the Illinois Secretary of State’s Office does not require Illinois residents to obtain a new driver’s license due to a change of address. (Illinois residents are only legally required to register a change of address online.) As a result, the address on an Illinois driver’s license is not a reliable “proof of current address.”
4. **Valid Documents**
  - a. Employees designated by the Library Director are authorized to prepare (and edit or otherwise modify from time to time as may be needed) a list of valid documents and methods of verification that will be accepted as “proof of identity” and “proof of residency and current address,” the current version of which shall be attached to this policy as Appendix A.
  - b. No one form of identification can serve as “proof of identity” and “proof of residency and current address.”
5. **Data Required**
  - a. The following information is required to register for a Library Card:—
    - Full name
    - Home address; a Post Office Box is not acceptable
    - Personal telephone number; that is, a home or mobile telephone number
    - Date of birth

- b. Refusal to provide this basic, mandatory information is considered cause for denial of a Library Card.
6. **Additional Identifying Information:** The Library reserves the right as part of the registration process, for its own protection and that of its card-holders against identity theft and/or theft of Library books and other materials, to collect certain kinds of identifying information about individuals that register for a Library Card, including but not limited to Illinois driver's license number and additional contact information.

## E. Service to Children

### 1. **Definitions**

- a. "Responsible Party" refers to a parent, legal guardian, or person in loco parentis.
- b. A minor is defined, under Illinois law, as "a person who has not attained the age of 18 years" [755 ILCS 5 / 11-1].

### 2. **General Rule**

- a. A minor cannot register for a Library Card; rather, the Responsible Party must register for a Library Card on behalf of the minor, and may access the minor's account information.
  - b. The Responsible Party must have a Library Card in order to register for a Library Card on behalf of a minor.
  - c. The Library reserves the right to require the minor to be present when the Responsible Party registers for a Library Card on behalf of the minor.
  - d. A Responsible Party must sign the registration form for a minor's Library Card in person, in the Library, by which signature the Responsible Party agrees to accept responsibility for all books or other materials borrowed (checked out) on that Library Card, or any other use made of the Library Card.
3. **No Minimum Age:** The Library will issue a Library Card to an eligible minor regardless of age, subject to approval by the Responsible Party.
  4. **Exceptions to General Rule:** There are two exceptions to the General Rule based on the status of the minor. The following minors are considered adults regardless of their age for purposes of registration and access to account information:—
    - a. Individuals who are married
      - The individual must present a certified copy of the marriage certificate bearing the official seal.
    - b. Individuals who have been emancipated pursuant to the Emancipation of Minors Act [750 ILCS 30]
      - The individual must present a certified copy of the court order bearing the official seal.
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**Approval History:**

- New policy, derived from the “Policy on Borrowing Privileges”
- Adopted by the Board of Library Trustees on Tuesday, 16 April 2013