



BORROWING POLICY

I. LIBRARY CARDS

Cards for Skokie Residents

Skokie Public Library cards are free of charge to all Skokie residents living in the 60076, 60077, and 60203 ZIP codes. Proof of residency is required at the time of application. A parent/guardian must sign the application for children 13 and under and provide proof of residency on the child's behalf. Cards are valid as long as the cardholder remains a Skokie resident.

Students residing in the dormitory at Fasman Yeshiva High School or Hebrew Theological College are eligible for a Skokie Public Library card at no charge. A signed letter from the school dean or registrar stating the student has full-time status and resides in the dormitory will provide proof of residency. The card will be valid for one year from September through August.

Reciprocal Borrowing for Non-Skokie Residents

Cardholders residing within the Reaching Across Illinois Library System (RAILS) with a valid library card from their home library can register for privileges at Skokie Public Library. Presentation of home library card and proof of home address is required.

Computer Use, Study Room Reservation, Event Registration Cards

Non-Skokie residents high school age or above are eligible for a limited use card for the purposes of computer use, study room reservation, and event registration. This card is not valid for checkouts. Proof of home address is required.

Taxpayer Non-Resident Cards

Those who own property in Skokie, but do not reside in Skokie, are eligible for a Skokie Public Library card. The most recent property tax bill showing the owner's name and property address is required at the time of application. Proof of home address is also required. Cards issued are valid for one year. The library card is good only at Skokie Public Library and may not be used as a reciprocal card at other libraries.

Business Cards

Businesses located in Skokie or who are members of the Skokie Chamber of Commerce are eligible for a Business Library card. Proof of address such as a current utility bill or property tax bill is required at the time of application. Cards are valid for one year.

I. LIBRARY CARDS (continued)

Fee Cards

Chicago residents, may purchase a Skokie Public Library card for the cost of taxpayer support. This card entitles the cardholder to all Skokie Public Library privileges. Immediate family members residing in the same household may be added to the card as authorized users. Proof of home address is required. Current rates are \$175 for 6 months or \$350 for 12 months payable at the time of purchase. No refunds will be issued for non-use.

Linked Cards

Cardholders may have their cards linked to other family members for purposes of picking up reserved items, paying fines, renewing items, or verifying items checked out.

II. ADDITIONAL POLICIES

Damaged Items

Cardholders are responsible for damage to items they borrow including cases, containers, or additional contents. Damaged items are billed to the patron account at the replacement cost. The damaged item will be offered to the patron to keep. Replacement copies are not accepted in lieu of payment. The library is not responsible for any damage to patron's personal equipment, such as DVD players, through the use of library materials.

Lost Items

Items not returned after being overdue for six weeks will be considered lost. Cardholders are responsible for lost items including cases, containers, or additional contents. Lost items are billed to the patron account at the replacement cost. The lost item may be returned to the library in good condition within three months of payment for a refund minus any overdue fees. Replacement copies are not accepted in lieu of payment.

Missing Items

An item containing multiple parts cannot be checked in until all parts are accounted for. If a part is lost, the entire item will be considered lost and the replacement cost will be assessed.

Materials Recovery

After 60 days, accounts with over \$30 in lost materials will be referred to Unique Management Services. A \$10 non-refundable service fee will be added to the account.

Fine Threshold

Cardholders may continue to check out items as long as there are no lost items on the account and the overdue fine balance is below \$30. However, if the account has already been referred to Unique Management, the entire balance must be paid before checking out more items.

Maximum Checkouts

Skokie cardholders may check out up to 200 items on their card.

III. BORROWING TABLES

Loan Periods and Fines

<i>Material Type</i>	<i>Loan Period</i>
New print material	2 weeks
Other print material, audiobooks, CDs, eReaders, puppet, and Little Learner Sets	3 weeks
DVDs, video games, magazines, comic books, STEAM Kits, technology equipment	1 week

Most adult materials accrue overdue fines of \$.10 per day with a maximum fine of \$5.00. Technology equipment accrues overdue fines of \$1 per day with a maximum fine of \$5.00. Youth materials do not accrue overdue fines.

Renewals

- Most items are renewable at least once if no one else is on the waiting list.
- Hot Pick DVDs and Most Wanted books are not renewable.

Item limits per card*:

Periodicals	4 per title
Hot Pick DVDs*	4
Technology Equipment (Chromebooks - limit 1)*	4
Video Games	10
DVDs	30
Reserve Items*	40
Reciprocal Borrowers	30

* Hot Pick DVDs, Most Wanted books, and technology equipment are only available to Skokie cardholders. Only Skokie cardholders may reserve items.

*Adopted by the Skokie Public Library Board of Trustees, March 13, 2019
Effective May 1, 2019*

