



BARTLETT PUBLIC LIBRARY DISTRICT LIBRARY CARD REGISTRATION POLICY

IN GENERAL

- Any person residing within the boundaries of the **Bartlett Public Library District** is eligible to receive a library card. There are no age restrictions. Note: not all residences within the Village of Bartlett are in the Bartlett Library district.
- The Bartlett Public Library District may not issue cards to patrons residing outside our boundaries.
- Any person owning a piece of property located within the boundaries of the library district – whether residential or commercial – is eligible for one library card in the property owner’s name.
- Any person owning a business located within the boundaries of the library district is eligible for one library card in the name of the business owner.
- A qualifying non-resident patron may purchase a Bartlett Public Library District card.
- A library card is not transferable and the patron is responsible for all fines incurred and for lost or damaged materials borrowed on the card.

BPLD PATRONS

Address Verification – Residential Patron Library Card

- A patron must **show proof** that they live within BPLD boundaries. Having both a photo ID and one that verifies the address is preferred. Acceptable documents to prove residency include:
 - a. Government-issued ID card
 - b. Driver’s License
 - c. Utility bill
 - d. Rental agreement or mortgage papers
 - e. Insurance for vehicle or home
 - f. Teens in 7th grade and older may use a school report card/schedule mailing when **renewing** their library card.
- Teens 16-18 years of age may apply for a library card using a government-issued ID card.
- Every person residing at the address is entitled to a library card.
- Cards issued to BPLD residents are valid for three years.

BPLD BUSINESS OWNER – Non-Resident Business Owner

Patron must show proof of address that is within the boundaries of the BPLD. Patron must show proof of ownership of the business by bringing in a personal business card with name printed on it along with another form of identification. One card will be issued in the name of the business owner and is valid for one year.



BPLD PROPERTY OWNER – Non-Resident Property Owner

Patron must show proof of ownership by bringing in a current property tax bill and another form of identification that shows ownership of property within the boundaries of the BPLD. One card will be issued in the name of the property owner and is valid for three years.

EDUCATOR ACCOUNTS

Schools and/or educational institutions that reside within the boundaries of the BPLD may apply for a library account for the purpose of borrowing supplemental materials for use in the classroom. Financial liability for lost or overdue materials resides with the school per the signature of the school administrator. As per state law, the agreement between the educator and the library is reciprocal allowing the library to borrow materials from the educator as well. A picture ID is required at check out because a physical card is not issued.

NON-RESIDENT or UNSERVED POPULATION

If a patron lives outside the boundaries of any library, they may register for a card with the BPLD provided that they live within the U-46 School District boundaries and our library is the closest library to their place of residence. The annual nonresident fee for use of the Bartlett Library is based on the 'net taxable value' of the residential property. The fee is calculated each year and every member of the household is entitled to a library card.

NON-RESIDENT RENTER

If a patron rents residential property outside the boundaries of any library, they may register for a card with the BPLD provided that they live within the U-46 School District boundaries and our library is the closest library to their place of residence. The fee is calculated by dividing the total library income by the population served within the BPLD.

For FY 11-12

BPLD Income = \$2,761,307.

Population served = 37,555

RECIPROCAL BORROWING PATRON

Patrons from other libraries may register their home public library card at the Bartlett Public Library. They must have their library card with them and an I.D. A reciprocal borrower's card is renewed every year by calling the patron's home library to verify the patron's status at the home library. The expiration date on a reciprocal borrower's card is not to exceed the expiration date of the home library.



NON-RESIDENT STAFF MEMBER

If a staff member employed with the Bartlett Public Library District lives outside the boundaries of the BPLD, they may register for a BPLD Staff library card. The card will be valid for three years or until the last date of employment with the BPLD, whichever is sooner.