

Cicero Public Library
Library Card Policy
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The patron must fill out and sign a registration form. If the patron is under the age of eighteen (18), a parent or legal guardian must sign for the child. There is no age limit for obtaining a library card. Two (2) forms of current identification, one (1) from each section below, are required to obtain a library card.

Section A (need not show current address)

- Government issued Photo ID (must include current name)

Section B (must be dated within the last sixty (60) days and show current name & address)

- Official First Class postmarked mail from a business Note: handwritten mail is not acceptable
- Utility bill
- Other federal, state, county or municipal document

If all documents are in the spouse's name, marriage certificate must be presented with the required identification.

No library cards will be issued fifteen (15) minutes before closing.

The library card will be considered valid until the patron reports it lost or stolen. Anyone who presents the card will be presumed to have permission to check out material. Patrons may authorize other Cicero cardholders to pick up their requested material by notifying library staff in person.

Homebound

To obtain a "homebound" library card a Doctor's note is required. This note should indicate that the person is physically unable to leave their home. Also two forms of identification are required as indicated in this policy.

Non-residents

Non-residents who are not taxpayer/property owners please see the most recent Non-Resident Library Card Ordinance.

Non-residents who own property and pay real estate taxes in Cicero are entitled to a library card without payment of a non-resident fee. Only one person per family will be issued a library card as per MLS Reciprocal Borrowing Agreement

School and Organization Cards

Only schools or organizations that write an annual letter of intent to the Board of Trustees to accept full responsibility for materials or fines incurred by their employees will be issued a library card valid for Cicero Library material only. A clear procedure must be outlined in the letter to identify employees of the school or organization. If approved such cards will be retained at the library and are not valid for reciprocal borrowing

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Renewal of Cards

Patron must present expired card for renewal with two (2) pieces of identification (1 from each list, A & B) in order to renew. If patron does not have card to present, it will be treated as a replacement card. Only cards with no delinquencies will be renewed.

Replacement Cards

If card is lost or stolen, patron must contact the Library immediately. The patron is responsible for any material checked out on their card until they report it lost or stolen. If the card is not found a replacement card will be issued for a fee. When receiving a replacement card, all previous cards are invalid and will not be honored if found.

Fees for replacement cards are as follows:

1 st replacement card	\$5.00
2 nd replacement card (within one (1) year)	\$10.00
3 rd replacement card (within one (1) year)	\$15.00

For each additional replacement card within one (1) year the fee increases by \$5.00.

For patrons 65 and older, the fees for replacement cards are as follows:

1 st replacement card	\$2.50
2 nd replacement card (within one (1) year)	\$5.00
3 rd replacement card (within one (1) year)	\$7.50

For each additional replacement card within one (1) year the fee increases by \$2.50.

There is no refund of replacement card fees. The fee for replacement cards will be waived if patron presents a police report.

Any card that is presented in bad condition will be replaced at no charge to patron.

Change of Name and/or Address

Patron must show two (2) current pieces of identification with new name and/or address.

Delinquent Records

Delinquent records will remain in the System Wide Automated Network (SWAN, our library consortium common database) until all charges are paid.