

Circulation Policy

I. Library Card Registrants:

Upon registration, the Town and Country Public Library District cardholder agrees to abide by all district policies.

II. Library Cards

Residents who live or own property in the Town & Country Public Library District are entitled to a Library card. To obtain a Town and Country Public Library card, residents will need to bring two forms of identification to the Circulation Desk. One ID must have resident's name and current address. Children under 18 must have the signature of a parent or legal guardian. Children must be at least 5 years old to obtain a Library card.

- Photo ID: driver's license, state ID, military ID, or U.S. passport
- Proof of Residency: current utility bill, real estate tax bill, rental agreement or lease, current credit card bill, or other legal document showing your name and current address

III. Non-District Resident Library Card (Fee Card)

Patrons not living within the Town and Country Public Library District may purchase a one-year library card at the participating public library located closest to the person's principal residence. The cost of the non-resident fee card is calculated using the tax bill method to determine non-resident fees. Non-district residents who would like to purchase service should present a current tax bill. Non-resident renters will be charged 15% of the renter's monthly rent and should bring a copy of their rental agreement. Additional cards for family members in the same residence may be obtained at no additional charge.

IV. Cards For Kids Act

The Illinois Cards for Kids Act allows qualifying students in pre-kindergarten through twelfth grade who participate in the Federal Free and Reduced-Price Meal Program at school to obtain a library card free of charge, even if they live in an unserved area. To be issued a card at the library, students will need to present their letters of free and reduced lunch eligibility that they receive each year from the Illinois State Board of Education (ISBE). Cards covered by this Act will only be registered in a student's name. Library staff will review and process your application.

V. Overdue and Billed Items

Town and Country Public Library is fine free. Fines are not assessed by the library, but patrons are responsible for lost or damaged items. Items will still retain a due date. As a courtesy, the Town and Country Public Library District will notify patrons when an item is overdue.

1. Overdue notices are sent at 7 and 21 days overdue.
2. Patron record is BLOCKED if any item is 14 days overdue.
3. Items are billed at 42 days overdue. Patron record remains BLOCKED.

VI. Lost, Damaged, and Incomplete Items

Patrons are expected to pay for materials they lose. When an item is reported lost, payment will be required at that time. If the patron locates an item after payment has been made or after the item has been reordered, no refund will be made. The Library will charge the patron the replacement cost of each item. If an item cannot be replaced, either the cover cost or a default cost will be charged. If the lost material belongs to another library, the patron will be charged all costs billed to us by that library.

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