Poplar Creek Public Library District
Library Card Policy

All residents living within the Poplar Creek Public Library District (PCPLD) may obtain a full-access library card free of charge by presenting a photo ID with their current address clearly indicated. If the ID does not show a current address, additional proof of residency is required. If applying online for an eCard, residency may also be confirmed through Patron Point Verify. A parent or legal guardian must be present to sign the application for anyone under the age of eighteen. Library cards automatically renew every three years if there are no blocks on the account.

Registration Requirements

1. Acceptable forms of photo identification include:

• Valid State ID	• Passport (bring proof of residency)
• Valid Driver's License	• School ID (bring proof of residency)
• Firearm Owner Identification card (FOID)	• Military ID (bring proof of residency)

2. Acceptable forms of residency verification include:

• Current lease/mortgage	• Property tax bill
• Current utility bill or other current bill	• Voter's registration
• Auto registration or insurance registration	• Mail delivered within 60 days

3. Photo ID: Upon applying for a library card, a photo is taken and attached to the library card account. Photos will be updated periodically.

Photo Waiver

If a patron has a legitimate reason for not having their photo entered into the library database, they will be asked to sign a statement to that effect. A photo ID will be required when they use their library card in the library.

Card holder responsibilities

Library cards may only be used by the individual or institution to whom they are issued. Cardholders are responsible for all materials checked out on their account, including overdue fines and replacement costs for lost or damaged items; parents or guardians assume this responsibility for minors under eighteen. Borrowing and computer privileges are suspended if fines exceed $20.00, and accounts with long overdue items or excessive fines may be referred to a collection agency. Lost or stolen cards must be reported, and replacements are available for a minimal fee.

Special types of cards

Extended Access Card at the Sonya Crawshaw Branch Library

Extended Access cards are available to PCPLD adult residents within the district who sign the Extended Access Agreement and Terms of Acceptable Use. Registration must be completed in person at the Sonya Crawshaw Branch or the Main Library. Cards are valid for three years and provide full borrowing privileges at both locations. Cardholders must also follow all PCPLD Library Card Policy requirements. Extended Access cards are not available to reciprocal borrowers or holders of computer-use, eCard, institution/business, temporary use, or teacher cards.

eCard

Issued to residents living within the library district who register online. eCards allow access to the library's online resources such as eBooks, streaming content, and databases. eCards are valid for one year and are nonrenewable. Patrons may apply in-person to change their eCards to a full access card to allow check out of all library materials, computer use and Studio1405 services.

Non-Resident Cards for Kids

Students whose primary residence falls outside a public library service area and who qualify for free or reduced-price lunches under the National School Lunch Program based on USDA Income Eligibility Guidelines or the Community Eligibility Provision are eligible for a free non-resident library card. To apply, the student must provide documentation from their school or school district confirming their eligibility for free or reduced-price lunches. All non-resident cards issued to children include full borrowing privileges.

Non-Resident Veterans Card

Veterans with a service-connected disability rating of 70% or higher who are exempt from property taxes on their primary residence, as well as unmarried surviving spouses of veterans who previously qualified for this exemption or of service members killed in the line of duty, are eligible for a free non-resident library card. Eligible veterans or surviving spouses must provide documentation from their county confirming that their residence is exempt from property taxes. All non-resident cards issued to veterans include full borrowing privileges.

Nonresident

Residents of unincorporated areas who do not pay taxes to a library district may apply for a PCPLD Card for a fee based on an annual resolution passed by the Library Board of Trustees. The card is valid for one year from the date of the application.

- Applicants provide a current tax bill and one other form of identification showing name and address.
- The fee is determined by multiplying the net valuation on residential property appearing on the applicant's tax bill by the Library's current tax rate. Payment of this fee provides each member of the household a library card for a period of one year. This fee is non-refundable. ▪ The non-resident fee may be paid by cash, check, or with-a credit/debit card.

Nonresident property owners

Nonresidents who own property that is taxed for library services within the PCPLD district may apply for a library card by presenting the most recent tax bill on the property within the district, in addition to a photo

ID and proof of current residence. The card is valid for one year from the date of the application.

Institution/Business
Issued to businesses and nonprofit organizations located within the library district. The business owner must provide the organization's letterhead and present a personal ID along with business documentation dated within the previous year, such as a property tax bill, lease, or utility bill. Institution/Business cards must be renewed annually. This card provides access to PCPLD library materials and online databases.

Teacher Card
Issued to teachers working in schools within the library district. Teachers or school staff may apply for a Teacher card by presenting a photo ID along with a school ID. The card cannot be used at other libraries or to request materials from other libraries through interlibrary loan. Materials checked out on a Teacher card have a three-week loan period; eligible items may be renewed up to two times and are exempt from overdue fines. Teachers or school staff are responsible for any lost or damaged items. Non-resident teachers may obtain a public library card by purchasing a fee-based card from the library closest to their home and then registering their home library card as a reciprocal borrower.

Reciprocal Borrower
Patrons holding library cards from other Illinois public libraries who are in good standing with their home library may register with the PCPLD by presenting their home library card and photo ID. Reciprocal borrower cards are renewed annually. Reciprocal borrowers are not eligible for interlibrary loan services at PCPLD and may not place holds on certain collections.

Computer-use only card (CUO)
Computer-use only (CUO) cards are issued to non-residents for $5 per year or to residents without permanent addresses. They provide access to PCPLD computers and in-library online databases. PCPLD residents who choose not to get a full library card may obtain a CUO card at no charge. Applicants must present a valid photo ID, and those under 18 require a parent or legal guardian to sign. If no ID or address is available, a CUO card with a 3-month expiration will be issued. CUO cards are required for non-residents who do not qualify for a one-time guest pass. Individuals without a permanent address experiencing financial hardship may receive a CUO card at no charge, and a photo ID is optional.

Temporary Use Cards
Temporary residents of the library service area may receive a limited-use card, valid for three months and renewable on a case-by-case basis. These cards allow up to five items checked out at a time but exclude materials from the Extraordinary Things and video game collections. Eligible applicants include individuals living in temporary or transitional housing within the service area, those employed there on a temporary basis, guests of local residents, and exchange students residing in the area. Exchange students and guests must provide their host family's name, address, and phone number. Proof of eligibility is required: temporary employees must submit a letter on company letterhead, and those in transitional housing must provide documentation from the facility. A valid photo ID is required to apply.

Approved by the PCPLD Board of Trustees on April 19, 2018, updated September 20, 2018; November 21, 2019, updated and approved October 15, 2020, July 15, 2021; July 21, 2022; November 16, 2023; updated and approved July 16, 2026.