

FOX LAKE PUBLIC LIBRARY DISTRICT (of Lake and McHenry County)
LIBRARY POLICY MANUAL

3 SERVICES AND CIRCULATION OF MATERIALS

3.7 *APPLICATION PROCEDURE*

- a. Library cards will be issued upon in-person written application. Signatures are required on all applications. Special arrangements will be made by the Librarian for the handicapped and homebound.
- b. Adult library cards are granted to those ages 18 and over.
- c. Juvenile library cards may be applied for by children able to print their first and last names. A parent's permission signature will be required on library card applications through age 16. The parent signing must provide a proof of address as required in item d. below.
- d. For purposes of identification and address verification, the library card applicant must present:
 - A State of Illinois Driver's License with current address or State of Illinois ID card with current address (a ticket in lieu of driver's license will NOT be accepted)

OR

- An alternative picture ID card with a current proof of address. Acceptable proofs include the following:
 - o Printed checks or bank statement
 - o Voter's registration card
 - o Insurance policy or ID card
 - o Property tax bill
 - o Automobile registration
 - o Utility bill
 - o Formal lease or rental agreement (not hand written)
 - o Firearm owners ID (FOID) card
 - o Alien residency card

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- o TSA ID card
- e. Digital representations of proofs of address are acceptable.
- f. Library card applicants must pay all fines, fees and charges that may be due before new or replacement cards are issued. The library may also delay issuance of library cards until fines or charges due at other libraries are paid. Other than routine overdue fines, all fines and other charges owed at other libraries must be paid at those libraries.
- g. On approval of the library card application, applicants are granted immediate use of the library.
- h. Original library cards are issued to residents free of charge; a fee of \$2.00 is charged for the replacement of lost cards. The library will replace free of charge library cards that have become worn or damaged in normal use.