



Patron Policies

Library Cards : In order to check materials out of the library, a person must have a valid library card. To be eligible for a card, a person must reside within the library district or own property within the district and be in kindergarten or older. Patrons must present current photo identification and proof of residency or property ownership in order to obtain a library card. If a patron owes money to another public library, he/she must clear the account before obtaining a new library card. Minors must have the signature of a parent or guardian on their card registrations in order to obtain a library card. Persons residing in unserved areas must pay an annual non-resident fee. The fee shall be at least equal to the cost paid by residents of the district with the cost to be determined according to the property tax bill formula established by the Illinois State Library (75 ILCS 16/30-55.60). A person residing outside of a public library service area must apply for a non-resident card at the public library closest to the person's principal residence. Children of divorced parents are an exception. The library will not mediate between divorced parents. Each parent, signing as the financially responsible party, may request a library card for children in their respective household. Children of separated parents may have dual cards in differing jurisdictions or in the same jurisdiction, dependent on each address. Parents will be responsible for monitoring the use of their children's library card. A parent may request that either the library card or identification of the financially responsible parent must be present to check out materials.

If a patron loses his/her library card, the patron must pay \$1 for a replacement.

Patron Code of Conduct : The board of trustees believes that patrons of the VWPLD have the right to use library materials and services without being disturbed or impeded by other library users, that patrons and staff have the right to a secure and comfortable environment, and that patrons and staff have the right to materials and facilities that are in good condition.

- 1) Behavior which may disturb others or interfere with their rights to use library facilities is prohibited, including, but not limited to, loud, repetitive, abusive, obscene or threatening language; loud telephone conversations; singing; running, shoving, throwing things, fighting; physical or verbal harassment of staff or other patrons; or offensive, pervasive odor that interferes with others' use and quiet enjoyment of the library, and congregating in large groups. Disruptive patrons will be asked to leave after receiving one warning.
- 2) Patrons must maintain orderly and safe entry/exit of the library by not loitering in high traffic areas, doorways, aisles, and stairways.
- 3) Audio/visual equipment, used with headphones, and cell phones may be used in library facilities, provided the equipment's volume or the speaker's voice level does not disturb others.



- 4) Proper attire which conforms to the standard of the community for public places, including shoes and shirts, is required at all times.
- 5) Tobacco and marijuana use, including use of e-cigarettes (“vaping”), is not permitted anywhere in the library building. This includes the restrooms.
- 6) The library is not responsible for personal belongings left unattended.
- 7) Soliciting/surveying is not permitted.
- 8) The violation of federal, state, or local laws will not be permitted. Theft, vandalism, and mutilation of library property are criminal offenses. The library reserves the right to inspect all bags, purses, briefcases, backpacks, and other items.

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Minor patrons : The library strives to be a welcoming, safe place for children. Library staff have many duties to perform in order to serve all patrons in the best way possible. For this reason, the staff cannot monitor the whereabouts or behavior of children in the library. Staff cannot assume the responsibility for children’s care when they are in the library. Library staff will render appropriate assistance to an ill or injured child, if necessary, but are cautioned not to otherwise touch or restrain a child in the library.

- 1) Parents or caregivers are responsible for their children’s behavior in the library.
- 2) Parents or caregivers must understand and explain the library rules to their children. The rules and policies have been developed to safeguard the collection and ensure fairness for all library users.
- 3) Children under the age of 8 must be accompanied by a responsible caregiver over the age of 13 at all times while visiting the library. The library in no way assumes responsibility for any child of any age left unattended in the building.
- 4) All children and teens are to use appropriate language and behavior in the library. Those who do not will be asked to leave.
- 5) Parents are to remove from the library children who are crying loudly or having a tantrum.
- 6) Parents are to set reasonable time limits for their children’s library visits.
- 7) A parent or caregiver must remain in the immediate program area during programs if the child is under 5 years of age. A parent or caregiver must remain on library property during programs if the child is between 5-7 years of age.



- 8) Parents or guardians are responsible for the types of materials checked out by their children.
- 9) Children are not limited to materials in the juvenile collection.
- 10) Patrons under the age of 17 may not check out “R”-rated materials unless they have permission from a parent or guardian.
- 11) Parents are financially responsible for any fees, damages to library materials, equipment, or property incurred by their children.
- 12) When the safety of an unattended child is in doubt or the parent or responsible caregiver cannot be located, library staff is authorized to call the police and stay with the child until the police arrive.
- 13) In the event a young person is at the library at closing time, library staff will attempt to contact the child's guardian. If the child does not know his/her guardian's phone number and the library does not have the phone number on file, staff will contact Clinton police.
- 14) Under no circumstances will library staff transport children from one location to another.

Reciprocal Patrons :

- 1) Patrons with valid library cards from other public libraries may use their cards at this library. Temporary visitors must fill out a reciprocal borrower form each time they check out items from the library.
- 2) Patrons who hold library cards outside of the library’s consortium and who use the library frequently may have one of this library’s patron numbers attached to their card. These patrons are not entitled to interlibrary loan privileges.
- 3) Patrons who hold library cards inside the library’s consortium may use their home library card numbers at this library. They are entitled to interlibrary loan within the consortium, but not from outside of it.

Non-Resident Patrons : A person residing outside of a public library service area must apply for a non-resident library card at the public library closest to the person’s principal residence. The board shall charge a non-resident fee at least equal to the cost paid by residents of the district, according to the State Library formula. The non-resident card shall allow for borrowing privileges at all participating public libraries in the regional library system. Non-resident card holders may use interlibrary loan. A non-resident who owns taxable property or is a senior administrative officer of a firm which owns taxable property within the district may be issued a non-resident card at no fee upon presentation of the most recent tax bill for that property. Only one such non-resident may be issued a card for each parcel of taxable property. The non-resident



fee may be waived for residents of an area in which the library is conducting a program for the purpose of encouraging the inclusion of the area in the library district. (16/30-55.60)

Borrowing Histories : The library does not maintain a history of items borrowed by patrons. If individual patrons wish to have their borrowing history maintained, they must fill out a Maintain Reading History Form (attached at end of section).