



Borrower's Card Policy

ELIGIBILITY

1. Individuals who reside within the Carbondale city limits are eligible for a “free” card because they (or their landlord) pay for library service through property taxes.
2. Individuals who reside outside of the Carbondale city limits are not taxed for library service (unless they reside within another library’s district). If untaxed, they may purchase a card, as required by Illinois state law. [76 ILCS 16/30-55(60)]
3. Individuals who reside outside the Carbondale city limits but own property within the city limits are, under Illinois state law, eligible for a “free” card. [75 ILCS 16/30-55(60)]
4. Businesses located within the Carbondale city limits are eligible for one “free” card. This card is limited to use for business purposes.
5. Children must be 5 (five) years of age to apply for a card.

FEES FOR NON-RESIDENTS

Nonresident fees are calculated using a tax bill method. ([See the Nonresident Fee Policy](#)). Nonresidents who choose to purchase cards must provide the documentation necessary to calculate the fee. In most cases, this will be a property tax bill (usually available online for Jackson County properties) or a rental agreement. The nonresident family fee is paid annually. A family is defined as individuals residing at the same address.

1. Nonresident fees are nonrefundable.
2. Illinois State Law regulates where (which public library) individuals/families may obtain a nonresident card.

FEE EXEMPTIONS FOR NONRESIDENT CARDS FOR INCOME ELIGIBLE CHILDREN:

1. The Cards for Kids program [enacted in PA 101-632] allows the library to provide no-fee cards for nonresident K-12 students whose household falls at or below the United States Department of Agriculture’s Income Eligibility Guidelines. Proof of eligibility must be presented. This may include proof of SNAP or TANF benefits, or a letter from the child’s school stating that this specific child is eligible for the “free lunch” program based on financial qualifications. Free nonresident cards issued through the Cards for Kids program are to be used only for the student’s library materials. Free cards and borrowing privileges are not extended to the entire household.
2. Intergovernmental agreements with area schools may include a waiver of nonresident fees for all students regardless of household income.

FEE EXEMPTIONS FOR NONRESIDENT CARDS FOR THOSE WHO OWN, LEASE, OR ADMINISTER TAXABLE PROPERTY WITHIN THE CITY LIMITS:

1. The non-resident fee shall not apply to a non-resident who, as an individual or as a partner, principal stockholder, or other joint owner, owns or leases property that is taxed for library service or is a senior administrative officer of a firm, business, or other corporation owning taxable property within the district, upon presentation of the most recent tax bill on that taxable property. [75 ILCS 5/4-7(12) and 75 ILCS 16/30-55.60(3)]

FEE EXEMPTIONS FOR NONRESIDENT CARDS FOR QUALIFIED VETERANS:

1. The nonresident fee shall not apply to veterans with a service-connected disability of at least 70% and who are exempt from paying property taxes on their primary residence in compliance with the Disabled Veterans' Standard Homestead Exemption [35 ILCS 200/15-169].
2. The nonresident fee shall not apply to the unmarried surviving spouse of a veteran who has previously qualified for this exemption prior to his/her death.
3. The nonresident fee shall not apply to an unmarried surviving spouse of a service member killed in the line of duty.

In each instance, proof of eligibility must be presented. This may include a property tax bill showing exemption from property taxes, or official documentation from the Department of Veterans Affairs stating the individual's Veteran status, and the Veteran's percentage of service-connected disabilities. Free nonresident cards may be extended to the disabled Veteran's (or surviving spouse's) entire household.

PROOF OF ELIGIBILITY REQUIREMENTS

Applicants for a Carbondale Public Library card are required to provide the following:

1. Proof of current address (in addition to photo ID).
2. In the case of a child under 16 applying for a full-access card, a parent or guardian must be present and provide their own photo ID and proof of current address. Minors with a valid driver's license do not need to have a parent or guardian present when applying for a card.
3. Photo ID (not required for children under age 16). A photo ID does not have to show an address within the Carbondale City Limits.
4. Nonresidents who own property within the Carbondale city limits must present a current property tax bill for that taxable property (usually available online).
5. Businesses applying for a business card must make their request in writing on letterhead stationery, if possible.
6. See above requirements for fee exemptions for income eligible children and veterans killed or severely disabled in the line of duty.

7. If a photo ID lists an address within the Carbondale city limits, but that applicant does not have a secondary proof of address, a card may be created with a 6-week expiration period. The expiration date will be changed to allow for a full year of service once a secondary proof of address has been presented.
8. Limited access cards may be provided to juvenile students through an intergovernmental agreement with a school district. (See Lending/Fine Policy for lending restrictions).

USE OF LIBRARY CARD

A valid* library card must be presented when borrowing library materials. Patrons who hold cards from public libraries other than Carbondale are subject to the rules of their home library. Some electronic resources are only available from a patron's home library.

1. Some electronic resources may require a valid CPL card or Guest Internet Pass for access. There is no charge for CPL cardholders for 90 minutes of Internet time per day.
2. Carbondale card holders may use their card at any public library in Illinois. However, the policies, fines, and fees of that library will apply when borrowing materials whether on-site or through interlibrary loan.
3. Fines on a patron record must be under \$5 to be eligible to borrow materials without restriction. This includes fines incurred at another public library. Carbondale cardholders are permitted to pay off fines gradually while still checking out materials, as long as those fines are not excessive, though the number of materials they are permitted to check out may be limited.
4. Registered patrons who do not have their card with them when borrowing materials may show proof of identification. However, this privilege may not be abused. A patron who habitually "forgets" their card will be asked to come back with the card or replace it if it is lost.
5. Lost cards should be reported immediately. There is a fee of \$2.00 to replace a lost card.
6. Patrons are responsible for all items checked out on their card. This includes any fines or fees due to late return, damage to or loss of an item. It is suggested that patrons not allow others to use their card.
7. Some individuals reside in a community within the Illinois Heartland Library System (IHLS) with a tax-supported library that is not connected to the IHLS automated database. These individuals are eligible to receive service as a reciprocal patron. However, their home library is responsible for issuing them a library card. A valid card must show an expiration date.

CARD EXPIRATION

Carbondale Public Library cards expire annually. Patrons must provide proof of address when renewing. Nonresident patrons must provide a current property tax bill (or proof of rent) and pay their annual nonresident fee to renew their card.

Patrons from other communities must renew their cards at their home library. Carbondale Public Library staff will not renew cards issued by other libraries.

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