

Borrower's Card Policy

The Red Bud Public Library is a tax-supported public library. Residents within the City of Red Bud boundaries, and those who own property, pay taxes to support the Library. Those who reside outside of the City boundaries do not pay this tax.

Any non-card holders (some exceptions to children) cannot use a patron's Library card to access library loaned material.

The patron whose name is associated with the Library borrower's card and the patron's account are responsible for all fees and fines charged to that account.

A Library card and the services that come with it are a privilege. If Library Staff believe a card holder is abusing these privileges, 1 warning will be issued. If abuse of privileges continues, the Library card and the services it provides may be revoked.

Card Requirements

The Library will issue a borrower's card to those 5 years and older. Any minor between ages 5 to 15 must have a parent or legal guardian with them, along with the proper forms, to be issued a Library card. Those 16 to 18 years do not need a parent or guardian with them, however, if they can produce proper forms bearing their name.

Individuals who wish to obtain a Library card must bring in proper forms and documentation before a Library card to be issued. Individuals must bring to the Circulation Desk upon registering a Library card: current/valid Illinois State Driver's License or Illinois State Identification Card, and an additional proof of name and residency dated within the past 30 to 90 days. Preferred forms are: bank statement, voter's registration card, hunting or fishing license, hunter safety card, FOID card, City of Red Bud utility bill, or pre-printed checks. Shipping labels are acceptable if they do not surpass 30 days.

It is the Library's legal right to refuse issuing a Library card if proper documentation is not presented.

Types of Library Cards

The Library has 5 Library Card types that are issued to patrons: Resident; Non-Resident Standard; Non-Resident Property Owner; Non-Resident Reciprocal; Cards for Kids.

Staff will issue the appropriate Library card to its patron. Some cards have terms and stipulations patrons must follow to prevent certain Library card privileges from being revoked.

All cardholders are able to travel to other IHLS member libraries and utilize their Library card.

Resident

Any individual residing within the City limits of Red Bud may be eligible for a Library's card, given they present the proper forms.

A portion of property taxes residents pay are allocated to the Library for funding - City tax payers do not need to pay an additional fee when applying for a Library card.

Resident cards are issued for 3 years. Resident patrons are issued a 4-digit password that allows them access to their Library account online. Services such as interlibrary loan, CloudLibrary, and online card catalog access are obtained.

Children have to be at least 5 years of age to obtain their own library card. Any child who resides at 2 different households (joint parental custody), it is the discretion of the parent(s) or legal guardian(s) to determine which address to make primary and which to make secondary on the child's patron account.

Standard Non-Resident

Individuals who reside outside the City limits of Red Bud, and do not own or pay taxes on a property within the City limits of Red Bud, do not pay the tax that supports the Library. However, individuals can obtain a Non-Resident borrower's card for an annual fee of \$65, the equivalent of what City residents pay in property taxes. The annual fee of \$65 covers up to 2 adult cards.

Non-Resident borrower's cards are issued for 1 year. Standard Non-Resident patrons are issued a 4-digit password that allows them access to their Library account online. Services such as interlibrary loan, CloudLibrary, and online card catalog access are obtained.

Reciprocal Non-Resident

Individuals who reside within Evansville, IL may be eligible to obtain a Reciprocal borrower's card. When a Reciprocal card is issued, the non-resident fee is not charged. However, services such as interlibrary loan, CloudLibrary, and online card catalog access are not obtained. Reciprocal patrons are not given a 4-digit password; any account requests must be made with Librarian staff. Reciprocal card holders, just like other card holders, can travel to other member libraries to check-out materials.

Non-Resident Property Owner

Individuals who reside outside the City limits of Red Bud, but do own property and pay City property taxes, may be eligible for a Non-Resident Property Owner borrower's card. Individuals who own and pay taxes on a property(ies) should present most current tax forms (barring individual's name and address of owned property) in addition to the other forms required to obtain a borrower's card. If the proper documents are presented, the non-resident fee is not charged.

A Non-Resident Property Owner borrower's card is issued for 1 year. Non-Resident Property Owner patrons are issued a 4-digit password that allows them access to their Library account online. Services such as interlibrary loan, CloudLibrary, and online card catalog are obtained.

Cards for Kids

Any child aged 5 to 18 and lives outside the City of Red Bud limits and attends school within Red Bud CUSD 132 may be eligible for a Cards for Kids. Proper documentation must be presented at the Circulation Desk.

Cards for Kids borrower's cards come with limitations. Please refer to the 'Cards for Kids Policy' for more information.

Renewing Cards

All library cards are issued for a set amount of time and have expiration dates. Once a Library card becomes expired, all services the Library card is required for is blocked.

To renew an expired card, patrons need to bring to the Circulation Desk a current/valid Illinois State Driver's License or Illinois State Identification card, and additional proof of name and address. For Non-Residents, the annual fee will need to be paid.

If the patrons have lost their Library card, and the card has expired, a new one will be issued.

Any outstanding fees and fines that are associated with the account will have to be paid before patron's accounts are reinstated to obtain services of the Library card. Expired accounts do not expire any outstanding balance.

Lost and Stolen Library Cards

If patrons lose their Library card while it is active, a new one can be issued for a \$5 replacement fee.

If a patron believes their Library card has been stolen, they are to notify the Library immediately. The account of the stolen card will be deleted from the database, and a new account will be opened with a new Library card.

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