

## **I. Borrowing Privileges**

RFPL is a tax-supported public library. All residents and property owners in River Forest are eligible to receive a free library card. RFPL also extends borrowing privileges to non-residents as provided in this policy.

### **A. River Forest Residents**

Adults who wish to register for a library card, renew an expired card, or replace a lost, stolen, damaged, or destroyed card must present a driver's license or other acceptable form of picture ID with a current River Forest address. In the event that the resident does not have a picture ID listing their current River Forest address, another form of ID that does list their current River Forest address (such as a recent property tax bill, utility bill, voter registration, or lease) is required. The library card will be issued upon validation of the required identification. Children under the age of 18 must have a parent/guardian signature on the initial application and renewals for a library card.

Library cards are renewable every 5 years provided the patron continues to reside in River Forest and is in good standing with RFPL. RFPL reserves the right to restrict library privileges in the event of outstanding fees or other violations of RFPL policies.

A River Forest resident may use their library card at other libraries within the System-Wide Automated Network consortium ("SWAN system") to borrow materials.

### **B. Reciprocal Borrowing**

#### **1. Non-Resident**

Individuals who reside outside of River Forest and not within the boundaries of another public library may purchase a non-resident card for a fee determined by the Board in accordance with the Illinois Non-Resident Fee Formula (23 Ill. Admin. Code 3050.60). This card entitles the non-resident to borrow materials from RFPL, but not from other SWAN system libraries.

#### **2. Non-SWAN Member**

Any Illinois resident who has a library card from a non-SWAN system library may borrow materials from RFPL upon verification that the card is in good standing.

#### **3. Local Universities**

Students and faculty who reside in the dormitories of Dominican University and Concordia University Chicago may obtain a RFPL library card for the current academic year upon verification of university affiliation. This card entitles the students or faculty to borrow materials from RFPL, but not from other SWAN system libraries.

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