

HOW TO OBTAIN A NEW LIBRARY CARD

The Calumet City Public Library issues cards free of charge to the following persons:

1. Any permanent resident within the city limits of the City of Calumet City, who meets the criteria set forth below, and
2. Non-resident staff members, for as long as they are in the employ of the Calumet City Public Library.

a. Resident Cards

Upon proper application, including evidence of residence, any permanent resident of the City of Calumet City shall be issued a borrower's card which entitles him/her to use the full services of the Calumet City Public Library, subject to such rules and regulations as the library may establish. Residents with a Calumet City Library Card shall also be extended full privileges of the services offered through membership in the RAILS System.

Application for a card must be made in person at the library. To receive library card on the same day of application patrons must have:

- i. Valid State of Illinois driver's license, State of Illinois identification card or Green Card.

In addition one of the following must be presented:

- i. Utility bill, issued within the last thirty (30) days, or
- ii. Postmarked letter or piece of personal mail sent to the current address within the last thirty (30) days, or
- iii. Bank statement dated within last thirty (30) days, or
- iv. Mortgage papers within last thirty (30) days

Calumet City Half Way House residents will be awarded six month library cards after providing proper identification.

A parent or legal guardian must authorize the library card application for children under the age of 18. The parent or legal guardian must assume financial responsibility for the materials checked out with the child's card. The parent or guardian needs to establish proof of residency (as defined above).

Applicants for new cards must be in good standing, as defined by the RAILS System. Any outstanding fines with another RAILS member library must be settled prior to issuing a card.

Library card applicants showing only a valid photo identification will not receive their library card at the time of application. The applicant will be sent a letter from the library. When this letter is returned to the library within two weeks, a library card will be issued.

All library card applicants must have identification and personally pick up their cards. Pictures and signatures will be required for the cards.

The surname appearing on the identification presented by the patron must be the same as the name on the library card application. If applying for a library card using a hyphenated surname, the patron's identification must also be in the hyphenated form or the name appearing after the hyphen.

Each library card holder may use only his or her library cards in the checking out of library materials. The library reserves the right to request identification if there is uncertainty about the identity of the card user. Patrons violating this rule will be held responsible for materials borrowed on their cards.

Library cards are valid for a period of one year, and must be renewed annually. Materials may not be checked out without a library card. All fines must be paid before card can be renewed.

b. Non-Resident Cards

Illinois non-residents may obtain a library card for an annual fee of \$100. Each family member in a household may have their own card with the expiration date as that of the card initially purchased. Non-residents shall be subject to the same rules and regulations regarding application and proof of residence as outlined in Resident Cards (I. A.)

Payment of the non-resident fee shall entitle the card holder to the services and borrowing privileges of the Calumet City Public Library.

c. Chicago Public Library Cards

Chicago residents holding a valid Chicago Public Library card in good standing may apply for RAILS System/Chicago Public Library reciprocal borrowing services at no charge. Chicago residents shall be subject to the same rules and regulations regarding application and proof of residence as outlined in Resident Cards (I. A.)

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