

I. Circulation Policies

The Prairie Skies Public Library District (PSPLD) is a tax-supported public library. This means that people residing within the legal boundaries of PSPLD pay taxes to support the library. Anyone residing within the legal boundaries of PSPLD do not pay any additional fee to be eligible to receive a library card.

1. **Library Cards** - Patrons are responsible for all materials borrowed on their public library card, whether that card is issued to a resident, non-resident, reciprocal borrower, etc.
 - a. **Resident Cards:** Children 6 years and older may receive a card. Children under the age of 14 must have a legal guardian signature on any initial application for a library card. The application must be completed with both the child and adult present in the library. Children 14 and over may choose to provide their own proof of residency or use that of their legal guardian. Library cards are renewed every 3 years without additional fees, provided the library card holder continues to reside within the legal boundaries and is a patron in good standing.
 - b. **Non-Resident Card:** We participate in the non-resident card program. Anyone who does not live in a library district may purchase a card from the "closest public library." (See Illinois Library statute 75 ILCS 5/4-7#12) This card will be good for one year at a time for family members residing in a current household. The cost is reformulated each year based on the library income from local property taxes divided by service population equals \$/capita. Then the $\$/Capita \times \text{Average family size (using latest census)} = \text{Cost of family card}$. The current fee is posted on our website.
 - c. **Non-Resident Property owner** - People residing beyond the legal boundaries of PSPLD but owning property within the district are eligible for one card, upon presentation of a tax bill for the property. The card is good for one year and each year the tax bill will need to be presented to renew.
 - d. **Reciprocal Borrowers:** A reciprocal borrower is a patron from another Illinois public library with a valid library card. As a resident card holder, the borrower identified on the valid borrower's card may physically take his or her library card to another library to borrow materials. Those materials are the responsibility of the individual who borrows them, and are subject to all fines, rules, and regulations of the lending library. Lending libraries are responsible for absorbing the costs for unreturned, unrecoverable materials borrowed by reciprocal borrowers. The card expiration date is the same as the patrons' home library card date. Reciprocal Borrowers must present their home library card when checking out items. No exceptions will be made.
 - e. **Lost or stolen library cards** must be reported to the library immediately to prevent unauthorized use. The patron is responsible for all items checked out on a lost, stolen, or loaned card, along with any fines, fees, or damages incurred, until the library has been notified of the loss. The fee for a replacement library card fee is \$3.00.