SSCHPL
Steger-South Chicago Heights Public Library

Circulation: Borrowing Privileges Policy

The Steger-South Chicago Heights (SSCH) Public Library District is a tax-supported public library. This means that people residing within the jurisdictional boundaries of the SSCH Public Library pay taxes to support the library. Those people who live within the jurisdictional boundaries of the SSCH Public Library need pay no additional fee to be eligible to receive their first library card. Library cards do not expire, provided the library card holder continues to reside within the jurisdictional boundaries of the SSCH Public Library and is a patron in good standing. There is a fee of $3.00 to replace damaged, destroyed, lost, or stolen library cards. Patrons will be required to verify residency again if mail is returned or if the library is notified of a change via the National Change of Address (NCOA) database.

As a resident cardholder, 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 of the fines, rules, and regulations of the lending library.

Non-Resident Cards

Individuals residing beyond the jurisdictional boundaries of the SSCH Public Library and not within the boundaries of another public library, and owning no property within the jurisdictional boundaries of the SSCH Public Library, may purchase a non-resident fee card calculated based on the Tax Bill Method, applying the Library's tax rate to the EAV on the individual's tax bill. This fee entitles a non-resident cardholder to all the services that the Library provides to its residents, including reciprocal borrowing. The card must be renewed every year.

Individuals residing beyond the jurisdictional boundaries of the SSCH Public Library, but owning (as an individual, a partner, the principal stockholder, or other joint owner) taxable property within the jurisdictional boundaries of the SSCH Public Library, upon presentation of a tax bill upon that taxable property, may obtain one (1) non-resident library card without the payment of the non-resident fee upon presentation of the most recent tax bill upon the taxable property. Each non-resident card issued pursuant to this Section is limited to the exclusive use of the individual whose name appears on its face. The individual must also surrender any other library card issued from an Illinois public library.

Staff Cards

Staff members that reside outside of the library's boundaries may get a Steger-South Chicago Heights Public Library card. The card must be cancelled when the person is no longer employed by the library.

Registration Requirements

Adults wishing to register for a borrower's card, renew an expired borrower's card, or replace a lost, stolen, damaged, or destroyed borrower's card at the SSCH Public Library must bring with them a government issued photo ID with their current Steger or South Chicago Heights address. If the patron does not have a current photo ID, then they will need to provide a government issued photo ID and two proofs of residency (utility bill, mortgage, checking account, government issued mail, voter's registration card). In order to renew a library card the patron's account must be in good standing.

Children under the age of 18 must have a parent's 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 under the age of 16 may use the proof of residency provided by their parent. Children 16 and over may choose to provide their own proof of residency, or use that of their parent.

Eligibility to Borrow

Individuals presenting valid borrower's cards issued by the SSCH Public Library are eligible to borrow materials from the SSCH Public Library when the following conditions are met:

1. No materials which are more than one circulation period are overdue on their card.
2. No outstanding fines in aggregate excess of $10.00 have accrued to their card.

The library staff may not waive these regulations without the specific permission of the library director or Circulation Supervisor, however, the patron may request and receive a 24-hour hold on the item(s) he or she wishes to check out to allow the patron to correct the situation which has resulted in loss of eligibility to borrow.

The library cards of all dependent children and authorizing parent may be restricted if one or more children or the authorizing parent have a minimum of $30.00 in overdue fines and/or have library materials that is in excess of six weeks overdue. The library staff will inform the Director when this regulation is violated, so that the best resolution may be reached.

Individuals presenting a valid card from another public library in Illinois may borrow materials from the SSCH Public Library. The card must be either a resident borrower's card or a system borrower's card to be valid for reciprocal borrowing.

Teacher Cards

Teacher Library Cards are available to those who teach in a school inside the boundaries of the Steger-South Chicago Heights Public Library District. Cards are good for one school year, expiring each year on June 15th. Cardholders are responsible for all items checked out on their card.

Teachers wishing to register for a Teacher Library Card must present a photo ID along with proof of their employment as a teacher at a school within District boundaries.

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