

# Library Cards and Circulation Policy

North Chicago Public Library, Policy #004

**Adopted:** December 19th, 2011 **Revised:** December 2025

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## Library Card Eligibility & Types

### Resident Library Cards

Library cards are available to individuals who reside within the library's designated service area. Library cards are valid for three years. Enter your address into the map to see the Library's service area: [Library Service Area Map](#)

Two things are needed: Patrons must present a valid photo ID and proof of address.

Acceptable photo IDs include: Adults should bring a current/unexpired: driver's license, state ID, US or foreign passport, military ID, FOID card, US Permanent Resident card, or Naturalization certificate.

Acceptable proof of Address: Printout, mail, or digital version showing name and address of: Current lease agreement, utility bill, checkbook with address on check, service provider bill, bank statement, pay stub, mortgage statement, property deed, home insurance policy, vehicle insurance policy, credit card statement, voter's registration, school verification letter, recent report card, recent transcript, letter from employer stating address, or tax document. Documents must be valid and current, such as postmarked within the last 60 days,

### Children & Teen Library Cards

Children ages 5-17 and up are eligible for a card. Children's library cards are valid for three years. Children ages 5 to 17 must be present and have a parent or legal guardian sign their application for a library card. Children's cards are linked to a parent/guardian library card. Linked cards show parent/guardian acceptance and responsibility for borrowed materials.

### Classroom Cards for D187 Students

The Classroom Cards program allows students in participating classrooms to obtain library cards through their school with support from their Teacher and the Library Bookmobile. Students receive registration cards in the Classroom and the Teacher encourages families to provide accurate contact information. Teachers distribute and collect children's registration forms, which the library uses to create new student cards. Completed cards are delivered to the classroom during a scheduled Bookmobile visit, enabling students to access library resources for schoolwork and enrichment. Classroom cards are valid for three years. Teachers can contact the Library for information.

### City of North Chicago Employee Cards

City of North Chicago employees are eligible for a complimentary library card for the duration of their employment. The card remains valid for one year from the date of issuance and requires annual renewal. Applicants must present a photo ID and proof of employment, such as a staff identification card, recent pay stub, or verification letter from Human Resources.

### Senior Living, Nursing Homes, Home Bound patrons:

Call the library to see if delivery service is available to your home. It is possible to arrange getting a library card while you are at home, and having items delivered to you. Nursing homes, senior facilities, or patrons with limited mobility, please contact us for availability at 847-689-0125.

### Non-Resident Cards

Individuals living outside the service area may purchase a card for an annual fee of \$50.

### Reciprocal Borrowers

The Library will honor any Illinois library card in good standing, limited to libraries that participate in reciprocal borrowing services. Out of town cards will be checked for expiration date and status at the home library. Proof of identification and a registration card must be completed for our records. Item usage is limited to local items.

### Loan Periods & Item Limits

Item Type	Loan Period	Renewals	Limits
Books	21 days	2x	50
New Books	21 days	1x (if no holds)	50
Audiobooks / CDs/ Music CD	21 days	2x	Unlimited discs
DVDs / Blu-rays	7 days	2x (if no holds)	5
Video Games	14 days	No	2 items (age 18+)
Book w/CD or Kit/ Backpack	7–21 days	No	1
Hotspots	14 days	1x (no holds)	1
Computer Laptop / Headphones	In-library use	Varies	1
eBook (ex. Rolling Prairie)	See online	Varies	Varies

### Renewals

Eligible items can be renewed before the due date unless another patron has a hold. Manual renewals can be done in person, online, or by phone, except video games or Kits. Most items may be renewed up to 2 times.

### Holds

Holds may be placed on both local and consortium items, subject to library participation. Materials from outside the consortium are subject to interlibrary loan policies. Items will be held for 6 days after notification. Contact the library to cancel or extend pick up time.

NCPL card holders can place hold in-person, online, or by calling the library: 847-689-0125. Online, visit [www.ncplibrary.org](http://www.ncplibrary.org), enter your library card number, and your pin to log on to your account.

NCPL card holders can receive text messages about holds and due dates by signing up here: [Holds SMS alerts](#)

## Pin

Your pin number is by default set to the last four digits of your library card number. You can change your pin by logging into your account online, or by asking us to change it in the Sierra system. Stop in or call us during operating hours at 847-689-0125.

**Overdue Fines** North Chicago Public Library is a fine-free library, which means items we own do not accumulate daily overdue fines. However, because we are part of the PrairieCat Consortium, some items borrowed from other libraries may still have fines. If you check out an item at North Chicago that belongs to another PrairieCat library, that library's fine rules apply, not ours. To avoid any fees or disruptions to your account, please contact us before your due date if you need help renewing or have questions about your items at 847-689-0125.

### Situation

Overdue Items

Late Notices

90+ Days Overdue

Lost or Damaged Items

Missing Parts (case, cd, etc.)

Collection Agency Referral

Blocked Accounts

Consortia agreement

### Policy

Fine-Free for NCPL items

Sent at 7, 14, 28, and 45 days

Billed to account; non-returnable

Replacement cost + \$5 processing fee

Fees apply per item.

\$10 or more owed automatic suspension

\$10 or more owed, or 14+ days overdue

Owning library may charge fines, payable at NCPL or online.

### Fees:

Replacement fees are charged for lost or damaged items. Payment is required, and it is non-refundable, even if the item is later found. Items with multiple parts must be returned complete. If any part is lost or damaged, the whole item is considered lost, and the full replacement cost applies. Items more than 45 days overdue are treated as lost. Replacement copies cannot be used instead of payment, and all parts of the item, including cases or containers are the cardholder's responsibility.

### Privacy & Confidentiality

All patron records are confidential under **Illinois law (75 ILCS 10/1)**. The library does not disclose personal borrowing or account information to anyone except as required by law.

**Book Drop:** Books may be returned in the book drop. Return DVDs and other media inside the library building at a service desk. Staff will check inside the container for the DVD and/or contents.

**Waiver:** The Library is not responsible for any damage to a user's personal equipment, such as a DVD player or video game console, as the result of the use of library materials.

**Library Bill of Rights** <https://www.ala.org/advocacy/intfreedom/librarybill>

**Freedom to Read Statement** <https://www.ala.org/advocacy/intfreedom/freedomreadstatement>

## **Accounts, Library Privilege & Suspension**

NCPL is a member of the PrairieCat consortium with access to 5,000,000+ items from 140+ libraries.

Once you have created your account login, you can choose to add “reading history.”

In your account, you can sign up for text alerts. For example, you will receive an automatic text message when your hold item is available for pickup.

Accounts are automatically suspended at 14 days overdue or when fines exceed \$10. The library can block linked cards that owe fines or fees.

Cardholders who wish to borrow library materials without their cards may be asked for valid photo identification.

Library cards are valid only for the address cited when the card is issued. Patrons must notify the library of change of address. Stop in to show a document or digital file showing the new address. Invalid registrations may result in card revocation.

Library cards are not required to sign up for text message about library programs. If you want to receive a text regarding library programs, simply add your email and phone number [Here](#).

## **Interlibrary Loan (ILL) Items located in OCLC (outside of the PrairieCat consortium)**

If NCPL doesn't have the book in the PrairieCat system, we can often borrow it from another library through OCLC's WorldShare system. This service is for NCPL cardholders only. Just stop by the Adult Reference Desk and staff will help place the request. You can have up to 3 requests at a time. The loan length and renewals depend on the library that owns the item. Some items may not be available to borrow due to lending restrictions.