



# BORROWING POLICY

## I. LIBRARY CARDS

### Skokie Residents

Skokie Public Library cards are free of charge to all Skokie residents living in the 60076, 60077, and 60203 ZIP codes.

- Proof of residency is required at the time of application. A parent/guardian must provide proof of residency on behalf of children under 14.
- Cards are valid and remain in good standing as long as the cardholder is a Skokie resident and contact information is kept current.

Students living in the dormitory at Fasman Yeshiva High School/Hebrew Theological College are eligible for a Skokie Public Library card at no charge. To apply, students should contact the school librarian. Cards are valid for one year from September through August.

Cardholders may request to have their cards linked to other cardholders for purposes of paying for lost items, renewing items, or verifying items checked out.

### Non-Skokie Residents

Cardholders residing within the Reaching Across Illinois Library System (RAILS) or within the city of Chicago with a valid library card from their home library can register for access to events, study rooms, computers, and certain physical collections at Skokie Public Library. Presentation of home library card and proof of home address is required. Accounts remain in good standing as long as contact information is kept current.

Those who own property in Skokie, but do not reside in Skokie, are eligible for one Skokie Public Library card per property. The most recent property tax bill showing the owner's name and property address is required at the time of application. Proof of home address is also required. Cards are valid for one year at Skokie Public Library and may not be used as a reciprocal card at other libraries.

Non-Skokie residents who do not have a valid card from their home library may be eligible for a limited-use card for computers, study rooms, and event registration.

### Businesses

Authorized employees of businesses located in Skokie or members of the Skokie Chamber of Commerce are eligible for business library cards, which are valid for one year. Proof of address, such as a current utility bill, business license, or property tax bill, is required.

Employees of Skokie businesses who do some or all their work remotely must live in the metropolitan Chicago area to be eligible for these cards. Employees are not eligible to hold a business card and a non-resident card simultaneously. Businesses assume full responsibility for any damaged, missing, or lost items checked out by authorized employees.

## II. BORROWING

### Item Limits Per Card (Physical Items)

Skokie cardholders:

- May check out 200 items at a time.
- May place holds on up to 50 items.
- May check out any circulating item in the library's collection. There is a limit of 1 Wi-Fi Hotspot, and 10 Video Games per card.

Other registered cardholders:

- May check out 50 items at a time.
- May not place holds on items.
- Certain items in the collection, such as Hot Pick DVDs and Blu-rays, adult Most Wanted books, select Library of Things items, and digital resources, may only be checked out by Skokie cardholders.

### Renewals

- Most items are renewable if no one is on the waiting list.
- Hot Pick DVDs and adult Most Wanted books are not renewable.
- Eligible items will be automatically renewed up to three times if no one is on the waiting list.

### Overdue Items

When a borrowed item is more than 21 days overdue, the cardholder will be unable to check out additional items until the overdue item is returned. Select Library of Things items have a 14-day overdue threshold.

### Loan Periods

All library materials are checked out for 3 weeks, with the exceptions of Hot Picks, adult Most Wanted books, select Library of Things items, and in-library-use only items.

### Damaged Items

Cardholders are responsible for damage to items they borrow, including cases, containers, or additional contents. Damaged items are billed to the patron's account at the replacement cost. The damaged item will be offered to the patron to keep. Replacement copies are not accepted in lieu of payment. Parents/guardians assume responsibility for all damage to items borrowed on their child's youth card.

Items provided in working order—including those requiring power—must be returned in the same condition, including all power components and functionality. The library is not responsible for any personal injury, property damage, or loss incurred during their use.

### Missing Items

An item containing multiple parts cannot be checked in until all parts are accounted for. If a part is lost and unable to be replaced by staff, the entire item will be considered lost, and the replacement cost will be assessed. Replacement copies are not accepted in lieu of payment.

### Lost Items

Items not returned after being overdue for 6 weeks will be considered lost. Cardholders are responsible for lost items, including cases, containers, or additional contents. Lost items are billed to the patron's account at the replacement cost. Parents/guardians assume responsibility for all lost items billed on their child's youth card. The lost item may be returned to the library in good condition within 30 days of payment for a refund, minus processing fees. Replacement copies are not accepted in lieu of payment. Additional steps may be taken 60 days after the due date for material recovery.

### Digital Loans

Loans on digital platforms for streaming and downloadable books and media can only be checked out by Skokie Public Library cardholders. Digital materials may feature different loan and renewal periods than those for physical items.

*Adopted by the Skokie Public Library Board of Trustees, February 12, 2020.  
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