Your Library Card

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View Information on Loan Periods, Checkout Limits, and Fines

Highland Park Residents

Each resident of Highland Park may apply for a library card.

You will need proof of residency and photo identification. Apply at the circulation desk.

Library cards expire after three years but may be renewed according to the same requirements as the initial application.

Please do not share your card with others. You are responsible for all items borrowed on your card. The library does not restrict borrowing privileges on the basis of age. Parents or guardians determine when their children should receive a card and are responsible for fines or fees on the library cards of children under age 14.

All library card use is protected by confidentiality laws. Library staff cannot give out information from a child's card to parents.

Patrons between 14 and 17 years old who do not have the necessary proof of residence can be registered utilizing their parent or legal guardian's proof of Highland Park residency.

Reciprocal Borrowers

The Highland Park Public Library accepts cards for borrowers of Illinois public libraries participating in the Inter-System Reciprocal Borrowing Covenant.

Reciprocal borrowers must present a valid library card from their home library, photo identification, and proof of residence. A reciprocal borrower's library card expires after three years but may be renewed. Reciprocal borrowers who have purchased non-resident cards from other public libraries in the North Suburban Library System must present a valid library card from the issuing library. Those cards will expire on the date set by the issuing library.

Reciprocal borrowers are limited to 6 items on the first day that borrowing privileges are received and have limited borrowing privileges thereafter -

You may not place reserves on items.

Interlibrary loan services are not available to you at the Highland Park Public Library (You may request these services through your "home" library.).

After your first day of borrowing privileges, you may possess up to 25 items checked out at any given time.

North Suburban Library System reciprocal borrowers may not borrow audiobooks, videos, or DVDs that have been designated as NEW. Older titles may be borrowed.

If you are a cardholder of a public library outside the North Suburban Library System, you may not borrow audio-visual items (audiobooks, compact discs, DVDs, or videos).

If you are a non-resident, but pay property taxes in Highland Park, you may receive a library card each year without payment of the non-resident fee. In order to qualify for the card, you must present a copy of the most recent tax bill pertaining to the taxable property which indicates you as an owner. This library card is not a family card. You are entitled to all the services of the library except North Suburban Library System services. A copy of the tax bill must be kept on file at the library. Your card will expire after one year, but may be renewed upon presentation of a new tax bill.

If you forget your library card, you may check out up to 6 items by showing a photo identification that verifies your residence address. Remember to bring your card when you visit the library.

Using the "My Account" software allows you to access and review information online at the Library or via your home computer. You may inquire about library items you have checked out, and reserve or renew material. To use a "My Account" and obtain a Personal Identification Number (PIN), apply in person at the Circulation Desk with your library card and photo ID.

The Highland Park Public Library will provide e-mail notifications instead of telephone calls or printed notices for the following:

- Items on hold that are available for pick-up
- Approaching due dates (3 days prior to the due date)
- Overdue Notices (starting 3 days after the due date)
- Approaching library card expiration (5 weeks prior to expiration)

Click here to sign up now

If you do not have a PIN or would rather enroll in person, you may sign up at the Circulation Desk during your next Library visit.
You may cancel e-mail notification service at any time, just contact the Circulation Department.
Parents or guardians are responsible for materials checked out on a child's card. If you request e-mail notification for a child's card, be sure to provide an e-mail address that you check frequently. E-mail notices will originate from the address: sirsi@unicor.hplibrary.org. with the subject line: **Highland Park Public Library Notice.** This is an automated email address. Please do not send messages to this address. Please make sure that your spam filter is set to receive email from this address.

Audio-Visual Items

Audio-Visual items must be returned to the A-V Room or outside A-V drops. You may not return A-V items to other libraries for delivery to the Highland Park Public Library.

Print materials may be returned to other libraries for delivery to the Highland Park Public Library. You are, however, responsible for all materials until they are received at the Highland Park Public Library.

Using Other Libraries

You may use other public libraries in Illinois as a reciprocal borrower with your Highland Park Library card. Most libraries will also ask for another identification proving your residence address before registering you. Some libraries may limit or restrict services or collections to reciprocal borrowers.

Reserves

You may place a reserve/hold on any title (except 2-day DVDs, magazines, and rental books) that is checked-out.

This service is available to Highland Park residents only.

When the title is available, you will be contacted by telephone or by email, if you have signed up for email notification.

Reserved items are held for up to four days from the date of the hold alert and, if unclaimed, will be passed on to the next individual on the reserve list or placed back in circulation if no other reserves are outstanding.

You can place a hold at any online catalog terminal in the library or through the library website catalog link (you must have "my account" access).

The Readers' Advisor or Reference Staff will also place items on hold for you.

If you telephone the library to reserve an item, please have your library card number available.

Library Confidentiality

The Library Records Confidentiality Act [75 Illinois Compiled Statutes 70/1 et seq.]:
The registration and circulation records of a library are confidential information. Except pursuant to a court order, no person shall publish or make any information contained in such records available to the public.

Highland Park Public Library Policy:
It is the policy of the Highland Park Public Library to protect the privacy of those who use its services and to consider all Library generated records which contain information about its users to be entirely confidential. Such information includes, but is not limited to, a person's name, address, selection of material, and reference inquiry.

Consequently, such records shall not be made available to members of the public, the press, or any agency of federal, state or local government, except:

- pursuant to such process, order, or subpoena as may be authorized under the authority of, and pursuant to federal, state or local law relating to civil, criminal, or administrative discovery procedures or legislative investigative power;
- upon the request or consent of the library user; or
- upon the request of a parent or legal guardian of a child under the age of 14 who has a delinquent card, in which case only titles of overdue materials will be provided.

Adopted November 10, 1987
Revised November 11, 2003

Source URL: http://hplibrary.org/your-library-card