



**PARKLAND COLLEGE
RESIDENT ID CARD**

POLICY

Citizens of [District 505](#) who are not currently students, faculty, or staff at Parkland College and who are at least 18 years of age are eligible to obtain a Resident ID Card (Parkland College photo ID card).

- Cards are valid for 1 year from date of issue.
- Cards may be renewed annually if patron is in good standing.
- Cost: Free. \$5 to replace lost or stolen cards. Lost or stolen cards should be promptly reported to the Department of Public Safety (217-351-2369).
- Cardholders are fully responsible for all Library materials checked out on their card, including replacement cost of materials and any processing fees.
- Failure to pay any library fines, fees, or charges will result in the loss of library privileges. Past due accounts may be turned over to a collection agency. Account holders are responsible for all collection costs and legal fees. [Section [7.02.04](#) of Parkland College Policy and Procedures Manual.] Policies and fees are subject to change at any time without prior notice.
- Card holders are asked to notify the Library or ID Office (X161A) in person of changes in address, telephone, or email address.

The Resident ID Card permits the following privileges:

Library

Resident ID Card holders may borrow any materials which are in the general circulating collection. A total of ten (10) items may be checked out at any time on a single card. Books may be recalled before the due date if needed by students or faculty. Certain items may not be renewed. Privileges do not include borrowing through the I-Share consortium, Reserve and interlibrary loan services, or off-campus access to research databases. See library [borrowing policies](#).

Computer Lab

Card holders are permitted access to use the computers and software in the College's Open Computer Labs (M108 and D209).

Printing

The ID card can be used as a print pay card in the Library and Open Computer Labs. Value-Add Stations are located in the Library and outside D209.

How to a Obtain a Resident ID Card

1. Complete an application form and present proof of residency, age, and a photo ID at the Library Service Desk or the ID Office (X161A). Cards are issued in X161A.

2. Three proofs are required: identity, age, and residency, and a current email address. Some acceptable sources are listed below. *Note: a current Illinois driver's license with your current address will provide all three proofs.*

1. *Proof of Identity* – Any photo ID that lists your name. For example:

- driver's license (any state)
- state identification card
- school id
- employment id
- passport

2. *Proof of Age* – Any acceptable proof such as:

- driver's license with age (any state)
- passport
- birth certificate

3. *Proof of Residency in Parkland College [District 505](#)* – Any of the following as long as they are **current** and contain your **current address**:

- Illinois driver's license
- State identification card
- car registration
- bill for car insurance
- renter's or homeowner's insurance bill
- lease
- copy of income tax return (IL or US)
- tax bill
- voting receipt
- other notices from the Board of Elections if dated & addressed