



## LIBRARY CARD REGISTRATION POLICY

### **POLICY STATEMENT:**

All residents of the municipality of the City of Rock Island, Illinois and all residents in a service area which has contracted with and paid for library services through the Rock Island Public Library are eligible for a free library card. Non-resident fee based and non-resident Taxpayer based cards may be issued to qualifying individuals. With few exceptions, all Rock Island Public Library card holders in good standing have access to all materials and databases that the Rock Island Public Library provides. Limited reciprocal access may be given to qualified patrons with valid library cards from libraries outside PrairieCat. All individuals applying for a Rock Island Public Library card must present photo ID and verification of their current address when applying in person. Individuals residing in the Rock Island Public Library service area may apply for a full access card online, via the library's website.

### **REGULATIONS:**

#### **Children**

- Children from birth through 17 must be accompanied by a parent or designated guardian in order to apply for a Rock Island Public Library card. The parent or designated guardian must sign the card application. By signing the registration form, the parent/designated guardian:
  - Acknowledges responsibility for the items borrowed, fees incurred and the child's selection of materials.
  - The parent/designated guardian must present appropriate ID.
  - Children birth through 5 are eligible for a "My First Library Card" in their own name.
  - Children age 6 through 17 are eligible for a regular Rock Island Public Library card.
  - Children who live only part-time with a parent or designated guardian at an address that is in the Rock Island Public Library service area, may have a Rock Island Public Library card issued at that address, but each person can have only one public library card issued within PrairieCat.

#### **My First Library Card**

- Use is limited to Rock Island Public Libraries and check out is limited to Rock Island Public Library items only.
- Children issued the My First Library Card are limited to 10 items checked out at any one time.
- Two of those items can be DVDs. One of those items can be a Launchpad.
- Checkout is limited to Children's materials only.
- No holds are allowed.
- Internet use is blocked.
- Each card will expire on the child's 6th birthday.

- My First Library Card cardholders will not be charged overdue fines. However, damaged or unreturned items will be billed to their account and will block further use of the card until paid.
- My First Library Card cardholders with large balances will be sent to collection.
- Children under the age of 6, living in group homes, shelters, or other Conditional Housing situations will NOT be eligible for a My First Library Card.

### Preferred Name

- If a patron's preferred name differs from the legal name found on their photo identification, the preferred name will be entered in parentheses along with their full legal name in the database record. An additional note will be added to the patron account, indicating the legal name listed on their photo identification and the preferred name.

### Non-Residents

- Individuals living outside the city of Rock Island and the Milan-Blackhawk Area Public Library District must obtain a library card from their home public library. The Rock Island Public Library will honor library cards issued by other PrairieCat libraries, most public libraries in the State of Illinois and any Iowa Quad-City Libraries that have entered into an Inter-State borrowing agreement with participating Illinois/PrairieCat libraries.
- Under the Illinois statute (75ILCS 5/4-7), individuals living outside the Rock Island Public Library service area who do not have a home public library and do not pay taxes to another Illinois public library service area, may qualify to purchase a library card at the Rock Island Public Library if the Rock Island Public Library is the closest public library to the person's primary residence within the person's school district. Rock Island-Milan school district residents who do not qualify for a free library card from the Rock Island Public Library are eligible to purchase a non-resident card from the Rock Island Public Library.
- Non-residents who qualify, may purchase a non-resident library card. The fee for this card is based on the average amount of property taxes paid by Rock Island residents. The annual fee must be paid in full at the time of registration and all members of the household residing at the same address are eligible for library cards upon payment of one fee. Children, under the age of 6, whose parent(s) paid a non-resident card fee, will be eligible for a My First Library Card.
- Under **Public Act 102-0843**, Rock Island Public Library may provide a Non-resident card at no cost to unserved residents under 18 years of age.
- Non-resident Taxpayer/Property Owner/Agency cards may be issued to non-residents who own or lease property within the Rock Island Public Library service area. At the time of application, the non-resident owner/leaseholder must present either the most recent tax bill or a copy of the current lease and one other form of photo identification. Multiple non-resident owners or lessees at a single property are all eligible for a library card. In the case of an agency or business, the letter on company letterhead and one form of photo ID of the person to whom the card will be issued is required. Non-resident Taxpayer/Property Owner/Agency cards are issued for one year and may be renewed by bringing in a new property tax receipt or a new letter. **Section 3050.70 Non-Resident Property Owner and Lessee**

### Student Cards

- Augustana College students that reside on-campus may be eligible for a Rock Island Public Library Student card.

- Students that live off campus in an apartment or home within the Rock Island Public Library service area qualify for a regular Rock Island Public Library card.
- With proper photo and address identification, qualifying students will be issued a card with full privileges through the school year. Augustana College students must present their Augustana photo ID. All student cards expire May 15 each year.
- Students taking summer classes and residing on-campus must bring in proof of summer enrollment.
- Summer cards expire on August 15 each year.
- Augustana students may apply for a Rock Island Public Library electronic card online, and will be given a May 15<sup>th</sup> expiration date for the school year, or an August 15<sup>th</sup> expiration date for the summer.

### **Homebound**

- Any person who is not physically able to come to one of our Rock Island Public Libraries but lives within our service area may apply for a Rock Island Public Library card by email, by US mail, or by using the online application found on the library's website.
- Requests may be made by email or by phone.
- A Rock Island Public Library card registration form will be sent to the patron by mail or as an email attachment with instructions.
- Once the completed form is returned to Registrations and the database checked, a Rock Island Public Library card will be mailed to the patron.
- The patron may choose to have items delivered to their home address on an agreed-upon schedule, or designate an authorized agent to check out library materials on his or her behalf.
- The authorized agent must present the homebound patron's library card each time for checkout and show the agent's own photo ID.
- All materials checked out on a homebound card are automatically checked out for 6 weeks and renewed for 6 weeks, with the exception of library hotspots. Libraries other than Rock Island Public Library are not obligated to check out for the extended period, but must modify the due dates manually at checkout.

### **Residents of Group Homes or Shelters**

- Adults or children, 6 years or older, who reside in a group home or shelter within the Rock Island Public Library service area are eligible for a Temporary Housing Rock Island Public Library card.
- A representative of the group home or shelter must provide a letter to the library on agency letterhead stating that the applicant is a resident of that group home or shelter.
- The library must be given a mailing address for the group home or shelter but, upon request, that information will not be entered into the database but kept in a file at the Downtown Library. In the address field in the data base will be typed the words "Women's shelter".
- Rock Island Public Library cards issued to residents of group homes or shelters are valid for 3 months. In order to renew the card, proof of continued residence, in the form of a new letter on the facility letterhead, is required.

- A patron holding a Temporary Housing Visitor's card may check out any format available to them at the Rock Island Public Library. There is a limit of 3 items checked out to the card at any one time.
- Borrowing privileges are limited to Rock Island Public Libraries only.
- Holds on materials are not allowed.
- Some materials may be prohibited from checkout.
- Adult residents are responsible for all items checked out and any fines or fees accrued on their account.
- Children under the age of 18 residing in either a group home or shelter must have a parent's signature or the signature of a representative of the group home as designated guardian on their Rock Island Public Library registration form. The parent or the group home is responsible for all items checked out and any fines or fees accrued.
- Fines must be paid under the \$10.00 threshold before a card can be renewed.

### **Visitor Cards**

- Any person without a permanent area address may obtain a temporary, visitor card.
- Visitor cards are available at the Downtown Library only
- Visitor cards are issued on monthly basis for up to three months.
- Visitor cards may be used at the Rock Island Public Library only.
- Holds on materials are not allowed.
- A refundable \$20.00 cash deposit is held at the library while the card is valid. A monthly fee is charged for library privilege that equals one twelfth the amount of the non-resident fee.
- A patron holding a Visitor card may check out any format available to them at the Rock Island Public Library except Video Games, Launchpads and Equipment. There is a limit of 3 items charged out to the card at any one time.
- The deposit will be refunded when the card is turned in, all items have been returned, and any overdue fines paid.

### **Reciprocal Borrowing**

- The Rock Island Public Library has a reciprocal borrowing agreement with PrairieCat member libraries. Cards must be presented and must be in good standing.
- The Rock Island Public Library participates in the Illinois Intersystem Reciprocal Borrowing Covenant. Illinois residents holding library cards from reciprocal borrowing libraries, may use their home library cards at the Rock Island Public Library. Patrons must present their current, valid library card from their local reciprocal library and one form of photo ID with name and address. The Rock Island Public Library will add the patron to the PrairieCat database. Library staff will contact the home library for verification that the patron is in good standing. If the home library cannot be contacted at the time of registration, the patron's check out is limited to 3 items until registration staff can verify good standing at the home library.
- Iowa Quad-City Libraries that have entered into an Inter-State Borrowing agreement with the Rock Island Public Library may use their home library cards at the Rock Island Public Library. Patrons must present their current, valid library card from their Iowa reciprocal library and one form of photo ID with name and address. The Rock Island Public Library will add the patron to the PrairieCat database. Library staff will contact the home library for verification that the patron is in good standing, with a permanent place of residence. If the home library cannot be

contacted at the time of registration, the patron's check out is limited to 3 items until registration staff can verify good standing and residency with the home library.

- Access to eBooks, eAudiobooks and other Rock Island Public Library databases is limited to Rock Island Public Library cardholders. This content is not available to reciprocal borrowers.
- Holds are not allowed.

### **Renewal And / Or Replacement of Library Cards**

- **Renewal:** The standard registration period for a Rock Island Public Library card is three years, but the period may vary according to the card type or patron type. Library cards for children aged 5 – 17 must be renewed by the parent or designated guardian with proper identification and the child present. When renewing in-person or online, any balance owed on the patron's account must be paid off before the library card can be renewed. In-person renewals require a photo ID, proof of current address, and completion of a new registration form.
- **Replacement:** Lost or stolen Rock Island Public Library cards must be reported to the Rock Island Public Library immediately in order to prevent the use of that card by anyone other than the registered cardholder. The cardholder is responsible for any use of the card until proper notification is made. The cardholder will be charged a replacement fee for the unexpired lost or stolen card. See the current fee schedule for the Library Card Replacement Fee.

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4/17/2018

12/18/2018

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