



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.

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 and be a Rock Island Public Library cardholder in good standing.
- Children under the age of 6 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

- Juvenile-RIP patron code will be used for My First Library Card patrons
- 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.
- Video Games may not be checked out.
- Checkout is limited to Children's materials only.
- Use is limited to Rock Island Public Libraries and check out is limited to Rock Island Public Library items only.
- No holds are allowed.
- Internet use is blocked
- Each card will expire on the child's 6th birthday.
- A replacement fee will be charged to replace a lost card.

- 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 will 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.
- Materials explaining the My First Library Card Policies will be handed out to each new My First Library Card cardholder.

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.
- A non-resident Taxpayer/Property Owner/Agency card may be issued to non-residents who own property within the Rock Island Public Library service area. In addition, one Rock Island Public Library card may be issued to an agency or business property located in the Rock Island Public Library service area. The director or business manager of the agency or business, in a written letter, must designate to whom a card may be issued. The designated person is responsible for all materials checked out on the card. One Taxpayer/Property Owner/Agency card may be issued per parcel of land. The taxpayer must present, at the time of application, a copy of their current property tax receipt and one other form of photo identification. 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. 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.

Student Cards

- Augustana College and Bible Missionary Institute 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.

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 or by US mail.
- 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 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. 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 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 Main 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 charged out to the card at any one time.
- Borrowing privileges are limited to Rock Island Public Libraries only.
- Holds on materials are not allowed.
- Checkout of Launchpads and Video Games is prohibited.
- 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.

Visitor Cards

- Any person without a permanent area address may obtain a temporary, visitor card.
- Visitor cards are available at the Main 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. 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.
- 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. Renewal of a Rock Island Public Library card must be made in person by providing photo ID, proof of current address and completion of a new registration form. Library cards for children aged 5 – 17 must be renewed by the parent or designated guardian with proper identification and the child present.
- **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

BOARD APPROVED:

4/19/2016

4/18/2017



ACCEPTABLE ID

The Rock Island Public Library requires two forms of ID in order to apply for a library card. One form of ID must be a photo ID. A parent or designated guardian must provide ID for minor children, aged 5 through 17 years.

Unaltered Photo IDs accepted include:

1. Driver's License or state ID: with or without current address
2. School ID
3. Employee ID
4. Valid passport
5. Military ID
6. FOID card
7. Fitness center ID (RIFAC, YMCA etc)

Residency ID (must have name and current address):

1. Illinois Driver's License or state ID with current address
2. Voter's Registration card
3. Utility Bill
4. Lease agreement with dates address and names
5. Property Tax receipt
6. IL Department of Public Aid medical card
7. Vehicle Registration
8. Insurance policy : Homeowner's or Renter's
9. Car Insurance card (if it has address information)
10. Current piece of mail addressed to the patron (postmarked within the previous 30 days)

Revised 4/4/13