



E-CARD REGISTRATION POLICY

POLICY STATEMENT:

Electronic library cards, or “e-cards,” are virtual library cards that allow patrons residing in our service area the ability to access electronic resources (downloadable e-books, databases, audiobooks, music, etc.) offered by the Rock Island Public Library. E-card registration is handled completely online, and will be issued in lieu of a physical library card.

PROCEDURES:

- Prospective e-cardholders must be 18 years or older, and may apply via the online registration form found on the library’s website. This form requires:
 - Acknowledgement of responsibility for the items borrowed, including any fines/fees incurred by using the card
 - Verification of residency within the Rock Island and/or Milan-Blackhawk Service District
- The Director of Circulation will assign specific staff to handle e-card requests
- Staff responsible for processing e-cards will assign a barcode to eligible registrants, emailing the patron within two business days.
- Replacement:
 - If a patron misplaces their e-card barcode, they must email rilibcirc@rigov.org to retrieve their login information. Library staff may charge a replacement fee of \$5.
 - If a patron has lost their physical library card and now wants an e-card, staff will reassign their barcode number and change the patron type to reflect “e-card only” in the integrated library system. Library staff may charge a replacement fee of \$5.
- Upgrading:
 - E-card users wanting to upgrade to a physical library card must apply in-person at a Rock Island Public Library location. All Library Card Registration Policy and procedures will be followed.

REGULATIONS:

- E-card users who want to check out physical materials, place holds, etc., must upgrade to a physical Rock Island Public Library card. Patrons do not need an e-card if they have a physical card, as it already allows you access to electronic resources.
- Use is limited to Rock Island Public Library’s electronic materials collection, available on the website. Checking out of physical items is prohibited.
- Holds are not allowed.
- Library internet use is blocked.
- Each card will expire one year from creation. Renewal of e-cards is allowed, and shall be done in the same manner as the original application.
- E-cards do not accrue fines.
- If the situation deems it necessary, the library’s Circulation and Library Card Registration policies supersede the E-card Registration Policy.

GUIDELINES:

- Not all electronic resources can be used remotely, per library-vendor contracts.
- Patrons under 18 may use their parent/guardian's e-card for electronic resources if unable to obtain a physical card.
- Homebound and conditional housing residents may apply for an e-card if they do not meet the parameters of a physical card.
- All charges must be paid in the integrated library system before an e-card barcode number is issued and/or reissued.

BOARD APPROVED: Created 2/2019

APPROVED: 3/19/2019