

**QUINCY PUBLIC LIBRARY
POLICY FOR THE ISSUANCE OF LIBRARY CARDS TO QUINCY
PUBLIC LIBRARY AND TOWNSHIPS OF THE QUINCY AREA PUBLIC
LIBRARY DISTRICT RESIDENTS**

Library cards shall be issued to residents of the City of Quincy and the residents of the Townships of the Quincy Area Public Library District (T-Q), subject to the following terms and conditions:

1. Any person residing in the City of Quincy or T-Q and having a fixed place of residence may apply for a library card. During the first thirty (30) days no more than three (3) items may be borrowed at one time.
2. Quincy Public Library shall handle the issuance and renewal of library cards and shall keep and maintain all records concerning cardholders.
3. Quincy Public Library and T-Q cards shall bear the library's name and official address, its symbol, and shall contain any other information necessary to permit cardholders to make use of the Quincy Public Library and/or any other public library pursuant to State of Illinois reciprocal borrowing privileges.
4. All persons wishing to receive a library card must complete the necessary application. Applicants are required to complete the following areas on the application: Last name, first name, address of current residence, and date of birth. Applicants under the age of eighteen (18) require approval and signature of parent or legal guardian.
5. Persons over the age of eighteen (18) shall be issued a library card under the following conditions:
 - (a) Presentation of valid photo identification verifying the person's current name. Proof of current residency within the city limits of Quincy or Townships of the Quincy Area Public Library District is also required.
 - (b) Execution of a signature card that will constitute the cardholder's agreement to be responsible for all fines and penalties imposed by any library in which the card is used and to be responsible for costs of repair or replacement for damaged, lost, or stolen library materials checked out on the holder's card. This responsibility shall continue notwithstanding the loss or theft of such card up to the time that the undersigned gives notice to the library of such loss or theft.
 - (c) Execution of a signature card will constitute the cardholder's agreement to comply with all applicable library policies.

6. Persons ages thirteen (13) through seventeen (17) will be issued a library card in their own name under the following conditions:
 - (a) The parent/legal guardian must present valid identification as provided in Section 5(a).
 - (b) The parent/legal guardian must sign the necessary signature card agreeing to the acceptance of financial responsibility as provided in Section 5(b), and agreeing to accept the confidentiality of the child's circulation record. If the parent/legal guardian refuses item 6(b), a card may be issued in both the parent/legal guardian and child's name as in section 7 below.
7. Persons ages ten (10) through twelve (12) will be issued a library card in both the parent/legal guardian and child's name. The parent/legal guardian must present valid identification as provided in Section 5(a) and sign the necessary signature card as provided in Section 5(b).
8. Persons birth through age nine (9) will be issued a library card in both the parent/legal guardian and child's name. The parent/legal guardian must present valid identification as provided in Section 5(a) and sign the necessary signature card as provided in Section 5(b). Borrowing on this card is limited to materials found in the children's collection.
9. Library cards will automatically expire if the holder, or parent or legal guardian, ceases to reside within the City's or T-Q's boundaries, or in any event, within three (3) years of the date that the card is issued. Expired cards may be renewed, subject to the same terms and conditions for the issuance of new library cards.
10. Quincy Public Library's or Townships of the Quincy Area Public Library District's Board of Trustees reserves the right to revoke any library card in the event that the cardholder, or parent or legal guardian, fails to comply with the library's policies concerning the use of the card and library materials.
11. A replacement fee of \$2.00 is charged for a lost card.
12. Quincy Public Library cards are non-transferable to anyone except a designated borrower. Lending of cards is not permitted. Loaned cards will be confiscated and will result in the loss of borrowing privileges to the patrons lending their cards.
13. Persons unable to come to the library due to a permanent or temporary disability may designate one other person to use their library card to borrow library materials for them. A "Designated Borrower Authorization Form" must be completed by the library card

owner. The Designated Borrower must always present the library card and photo identification when using the Card. The library card owner is responsible for all fines and fees charged on the card.

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Quincy Public Library
Board of Trustees

Designated Borrower Authorization Form

Name: _____ PID# _____

I authorize/designate the following person to use my library card to borrow materials for me
until _____ indefinitely _____

Name of Designated Borrower: _____

Address _____ City _____

State/Zip _____ Telephone _____

My designated borrower knows that they must present photo identification and my library card
when borrowing materials for me.

Signature _____ Date _____