

QUINCY PUBLIC LIBRARY

POLICY FOR THE ISSUANCE OF LIBRARY CARDS

ALL LIBRARY CARDS

1. Quincy Public Library shall handle the issuance and renewal of library cards and shall keep and maintain all records concerning cardholders.
2. Quincy Public Library and Townships of the Quincy Area Public Library District (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.
3. Applicants must complete the necessary application. The following areas on the application are required: Last name, first name, and middle initial; address of current residence; and date of birth.
4. Applicants under the age of 18 will be issued a library card in their name and the name of the responsible adult party and require approval and signature of said responsible party.
 - a. Legal guardian is defined as an individual appointed by the court who is given custody of both the property and the person of one who is unable to manage their own affairs.
 - b. Responsible adult is defined as a person over the age of 18, who possesses a library card of their own in good standing and guarantees financial responsibility for materials checked out on a minor's library card.

Minor cards will be issued under the following conditions:

- a. The parent, legal guardian, or responsible adult must present valid identification as provided in Section 5(a).
 - b. The minor and the parent, legal guardian, or responsible adult must sign the necessary signature card agreeing to the acceptance of financial responsibility as provided in Section 5(b).
 - c. Minors, birth (0) through age nine (9), are limited to borrowing materials from the children's collection.
5. Persons over the age of 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. Two (2) documents must be presented to verify current address, acceptable documents include: canceled mail addressed to the person, pay stubs, personal checks, and/or state-issued ID. These may be print or digital documents.
 - b. Execution of an electronic 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 an electronic signature card will constitute the cardholder's agreement to comply with all applicable library policies.
 6. Library cards will automatically expire if the holder, parent, legal guardian, or responsible adult ceases to reside within the City's or T-Q's boundaries, or at a predetermined date depending on card type.
 7. Expired cards may be renewed, subject to the same terms and conditions for the issuance

of new library cards.

8. 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, parent, legal guardian, or responsible adult fails to comply with the library's policies concerning the use of the card and library materials.
9. A replacement fee of \$2.00 is charged for a lost card.
10. 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.
11. 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.

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.
2. The card will expire three (3) years from the date of issuance.
3. Residents may receive homebound or outreach delivery for a short- or long-term disability or stay in a residential facility.

TEMPORARY RESIDENTS

Temporary residents of Quincy may borrow materials from the Quincy Public Library on a restricted basis. A temporary resident is defined as a person temporarily not residing at a fixed place of residence, for example, at a hotel, motel, Salvation Army, Quanaa, or any other shelter home, or halfway house.

1. Temporary residents will be issued one (1) temporary library card, upon presentation of valid photo identification and written verification on the letterhead of their temporary address or mail received at that address.
2. The card will expire in 30, 60, 90, or 120 days, as determined by the expected period of residency.
3. Borrowing privileges of temporary library cardholders will be limited to three (3) print items at a time.
4. Temporary resident privileges will not be renewed without current written verification on letterhead from their temporary address.

COLLEGE STUDENTS

College students temporarily residing in the City of Quincy to attend secondary schooling may borrow materials from the Quincy Public Library.

1. A library card will be issued to students who present valid photo identification, a student ID or verification by the school and proof of current address within the limits of the City of Quincy. A bill, lease agreement, or personal mail will be accepted as proof of permanent residence.
2. The library card will be issued for one school year, expiring August 15.

NON-RESIDENTS

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

1. Quincy Public Library and T-Q non-resident cardholders are entitled to all the privileges of a resident cardholder.
2. Quincy Public Library will compute the non-resident card fee on an annual basis. The tax levy income of the Library is divided by the current population to determine income per capita. Income per capita is then multiplied by the average number of persons in each household in the community to determine the average cost per tax-paying unit. This shall be the basis for establishing the minimum cost of a non-resident card.
3. Full payment of the non-resident fee should be made at time of issuance. QPL will allow the fee to be paid in two (2) installments, the first at time of issuance and the second within 90 days. If the entire fee is not paid within 90 days, borrowing privileges will be revoked. No refund will be made of any partial fees if the card is revoked for failure to pay the second installment or for any other reason.
4. Per Illinois Law, annual non-resident library cards will expire one (1) year from the date of issuance.
5. A library card will be issued to a non-resident who presents valid photo identification, proof of current address outside of the district, and payment.

CARDS FOR KIDS ACT

A student who lives in an area unserved by an Illinois library is eligible for a free non-resident card if their household income falls at or below the U.S. Department of Agriculture's Income Eligibility Guidelines for free and reduced school lunch. This card is only for the student, not the household.

Public Act 101-0632 Sec 30-55.60 The Cards for Kids Act (HB2096) prohibits a library that offers non-resident library cards from charging fees for such cards to a student in an unincorporated area in Illinois whose household falls at or below the U.S. Department of Agriculture's Income Eligibility Guidelines.

CARDS FOR DISABLED VETERANS

The non-resident fee shall not apply to veterans with a service-connected disability of at least 70%, and who are exempt from paying property taxes on their primary residence in compliance with the Disabled Veterans' Standard Homestead Exemption [35 ILCS 200/15-169]. Proper documentation must be provided at time of card registration. This card is only for the veteran, not the household.

FREE ELECTRONIC ACCESS

The E-Resource Card will allow non-residents to access the digital content that the closest public library can provide at no charge . See (Section 3050.45) It does not allow for traditional checkout of library items, access to Inter-library loan services, or the ability to access collections from other libraries in the state.

NON-RESIDENT PROPERTY OWNERS (TAXPAYERS)

Non-resident Property Owner Library cards shall be issued to persons residing outside the Quincy and Townships of the Quincy Area Public Library District (T-Q), but who own property within the City of Quincy and the Townships of the Quincy Area Public Library District, subject to the following terms and conditions:

1. The property must be owned or leased either as a single proprietorship or as a partnership. Only the person(s) named on the tax bill will be issued a free card.
2. Quincy Public Library and TQAPLD non-resident property owner cardholders are entitled to all the privileges of a resident cardholder.
Persons 18 years of age and older shall be issued an individual non-resident property owner card on the following conditions:
 - (a) Presentation of valid photo identification, which has the person's current name and current address.
 - (b) Presentation of a copy of the most recent property tax bill for the property located within the City of Quincy or the Townships of the Quincy Area Public Library District with the patron's name listed on the property tax bill.
3. Non-resident property owner library cards will expire one (1) year from the date of issuance.

NON-RESIDENT VOLUNTEERS

Non-residents of the City of Quincy who are serving as regularly scheduled volunteers (minimum of 8 hours per month) are entitled to half-price non-resident library cards after three (3) months of service. The three (3) months of service must be immediately prior to the renewal of the card.

Non-residents of the City of Quincy who are serving as regularly scheduled volunteers (minimum of 8 hours per month) are entitled to a free non-resident library card after one (1) year of service. The one (1) year of service must be immediately prior to the renewal of the card. A volunteer must continue to volunteer 100 hours per year of regularly scheduled hours in order to maintain this free non-resident card status.

RECIPROCAL BORROWER

Reciprocal borrowing is defined as an arrangement which allows a person holding a valid resident card from another Illinois library to borrow materials directly from the Quincy Public Library. (See Section [23 Ill. Admin. Code 3030.110](#))

Reciprocal borrowers do not pay property taxes to directly support the Quincy Public Library and the associated costs of providing library service to this community; reciprocal borrowing will be provided under the following conditions:

1. Reciprocal borrowers presenting a valid resident library card from another Illinois library will be required to complete a short registration form in order to add their patron record to the library database.
2. Inter-library loan needs should be requested through the reciprocal borrower's home library.
3. Access to electronic books and databases will not be provided to reciprocal borrowers.
4. Reciprocal borrowers are responsible for the safe return of items borrowed from the

Quincy Public Library. Fines will accrue on reciprocally borrowed material until the item(s) are returned to the Library.

5. Notices for lost or damaged material will be issued directly to the borrowing patron of the Quincy Public Library. Charges will be based on replacement cost of the item. Library patrons are responsible for all materials borrowed on a public library card, whether that card is issued to a resident or a reciprocal borrower. Lending libraries are responsible for absorbing the costs for non-returned, unrecoverable materials borrowed by reciprocal borrowers.

TEACHER LOAN

Quincy Public Library card holders, Townships of the Quincy Area Public Library District cardholders, and reciprocal cardholders who are teachers in public, parochial/private, pre-school, and registered home school programs within the boundaries of Quincy Public Library and Townships of the Quincy Area Public Library District may be given extended loan periods for materials borrowed for classroom use, excluding Inter-library loan items.

1. A library card will be issued to a teacher who presents valid photo identification, proof of current address, and proof of employment with a local school or program.
2. A signed Loan Responsibility Form must be on file with the Library
3. Teacher privileges will expire on August 15 of each year. To renew, the teacher must present proof of teaching status annually.
4. Teachers may request selection and delivery of items to their school by contacting the School Delivery Specialist.
 - Teacher loans will be made for four (4) weeks. One (1) renewal for an additional four (4) weeks may be made upon request. Items not eligible for renewal, Inter-library loan items, and those with holds, will not be renewed and must be returned promptly.
 - The Library reserves the right to limit the number of materials borrowed, especially of seasonal items.
 - The teacher borrowing materials for classroom use remains responsible for the timely return of all materials. Charges for overdue, lost, and damaged items are the responsibility of the borrowing teacher.
 - Teachers may request delivery of specific topics and titles, or of any age appropriate materials, by phone, fax, email, or in person. Requests will be accommodated to the extent resources are available. Deliveries will be made on a predetermined schedule with adjustments made for school breaks, holidays, or any days Quincy Public Library or affected schools are closed. Deliveries and pickups may be made by Library, School District or individual school staff members as agreed.

Quincy Public Library
Board of Trustees
Combined Policy adopted November 9, 2021