



ILLINOIS RECORDS CONFIDENTIALITY ACT

The Moline Public Library adheres to Illinois Law [75 ILCS 70/1] which states that the records of patron transactions and the identity of registered library patrons is confidential material. The Moline Public Library does not make available the records of patron transactions to any party except in compliance with the law. The Moline Public Library does not make available lists of registered library patrons except in compliance with the law.

PATRON REGISTRATION

Moline Residents

One current ID with your name, photo, and residence within the city limits of Moline is required to obtain a library card (see Appendix A for a summary of library card types). If an applicant does not have a photo ID with name and current residence, two pieces of current identification will be required. Acceptable identification includes a driver's license, state ID, student ID, work ID, utility bill, property tax bill, mortgage document, lease, voter's registration card, a postmarked bill less than one month old, or personalized checks. Resident cards are valid for three years, or as long as the cardholder resides at the registered address.

Children under the age of 13 are eligible for a library card. A signature and current ID with name, photo and residence within the city limits of Moline from a parent or legal guardian is required for children who are under 13 years of age. Children must be present with their parent or legal guardians to apply for a library card.

Children over 13 should be accompanied by a parent or legal guardian, who will need to provide current ID with name, photo and residence within the city limits of Moline, but are required to sign their library card application for themselves.

Books by Mail Program Moline residents who are unable to visit the library due to disability are able to enroll in the library's Books by Mail Program. Items will be delivered and returned by mail, with all postage provided by the library. Individuals enrolled in this program must have a valid Moline Public Library card, be unable to visit the library in-person, and must be willing to accept and abide by the rules governing the delivery and return of items. Enrolled patrons are only eligible for mail delivery of materials, not in-person checkout or return at the Moline Public Library or other PrairieCat member libraries.

Nonresidents

Property Owner Cards Anyone owning real property within Moline city limits may obtain one library card in the name of the taxpayer at no charge upon presentation of a tax bill and photo ID. Library cards issued to real property owners are valid for one year.

Nonresident Cards In order to protect the rights of residents of Moline who pay taxes to support the library, nonresidents of Moline will be assessed an annual fee for the borrowing privileges which the residents of Moline pay for through their property taxes. This fee represents the average annual household tax paid to the Moline Public Library. This nonresident fee covers all residents of a household. A nonresident is defined as "an individual residing in Illinois who does not have his or her principal residence within a public library service area." (23 Ill. Adm. Code 3050.10) The Moline Public Library Board of Trustees may adopt an annual fee for borrowing privileges extended to nonresidents of Moline. Arrangements can be made with the Library to make payments for the nonresident card fee. Nonresident cards are valid for one year.

The nonresident fee does not apply to veterans with a service-connected disability who are exempt from paying property taxes on their primary residence. When applying for a library card, qualifying individuals must present documentation from Rock Island County indicating their property tax exemption. (23 Ill. Adm. Code 3050.60)

The nonresident fee does not apply to individuals under 18 years of age (Public Act 102-0843).

Interstate Cards Interstate borrowing access is available to cardholders of participating libraries whose library cards are in good standing. Interstate borrowers may check out up to 10 items at one time at a participating cross-state library, with item limitations subject to the loaning library's policies. Borrowers must present their public library card and a photo ID for registration. Holds and remote access to electronic resources are not available to interstate borrowers. Interstate borrowers are responsible for fees on late, lost, or damaged items. Library staff will contact the issuing library to ensure good standing and determine expiration date.

Academic Cards Current students, faculty, or staff of Black Hawk College and Western Illinois University are eligible for reciprocal borrowing privileges at Moline Public Library. Borrowers must present their current academic library card and a photo ID for registration. Academic cards cannot be used at other PrairieCat libraries, access online holds, have remote access to electronic resources, or have Internet access at public computers. Academic cards are valid through the end of the current semester.

Reciprocal Borrower Cards As a member of the Reaching Across Library System (RAILS), the Moline Public Library participates in the Reciprocal Borrowing Program. Patrons with library cards in good standing issued by any library that is a full member of RAILS/Illinois Heartland Library System (IHLS) or The Chicago Public Library System may be granted reciprocal borrower privileges. Borrowers must present their public library card and a photo ID for registration. Online holds and remote access to electronic resources are not available to reciprocal borrowers. Library staff will contact the issuing library to ensure good standing and determine expiration date.

Temporary Housing Facility Residents Individuals residing in a temporary housing facility located in Moline are eligible to apply for a Moline Public Library card. Borrowers must present photo ID and documentation from the facility indicating their residency. Temporary Housing Facility cards cannot be used at other PrairieCat libraries, access online holds, or have more than 5 items out at any time. Temporary Housing Facility Resident cards are valid for up to one year.

CARDHOLDER RESPONSIBILITIES

To prevent misuse, cardholders must report lost or stolen cards immediately. Items checked out on the card up to the time the card is reported lost or stolen are the responsibility of the cardholder.

Cardholders must pay a small fee to replace an unexpired lost or stolen library card. Identification must be presented to replace a card.

Cardholders must notify the library about any change of address, contact information, or name. Identification with the change of information must be provided.

To request information on an account, check for due dates of materials, or renew (in person or over the phone) cardholders must provide their library card number for identification and privacy purposes.

Moline Public Library staff may refuse to issue or renew a library card if any of the following apply:

- Unpaid balance on previous accounts
- Delinquent materials have not been returned from a previous account
- Adequate identification and proof of address cannot be supplied
- False information or identities are given
- No permanent Moline address can be provided

Children and Privacy Parents and legal guardians are ultimately responsible for guiding and monitoring a child's library use. Libraries and their employees do not act on behalf of parents and guardians to monitor, control, or restrict what a child selects when a parent is not present.

Illinois privacy law protects the confidentiality of library records. This means that library employees may not share information with parents or guardians about what children have checked out or requested from the library. Parents or guardians who would like to monitor their child's library account can use their e-mail address on the child's registration, monitor mailed and e-mailed library notices, and manage their child's account online.

BORROWING LIBRARY MATERIALS

Borrowers must present their physical library card when checking out materials at the Moline Public Library. In the absence of a library card, Moline cardholders can present a valid photo ID or present their barcode via the library's app. Minors may present a student ID or log in to their Skyward account for identification purposes.

As a member of the PrairieCat consortium, the Moline Public Library is subject to policies and procedures adopted by the consortium. This includes, but is not limited to, the delivery of courtesy notices, holds policies, late fines, loan limits, and loan periods established by other libraries.

Loan Periods Most items owned by Moline Public Library can be borrowed for 21 days, except for passes to local attractions and mobile hotspots, which can be borrowed for 7 days.

Renewals A maximum of 3 renewals is allowed on most items, with the exception of new items, passes to local attractions and mobile hotspots. Materials with active holds may not be renewed.

Late Fines Late fines are not assessed with the exceptions of out-of-system interlibrary loans (\$1 per day), passes to local attractions and mobile hotspots (\$5 per day). Items checked out by Moline cardholders at other libraries will be assessed at the lender's rates.

Loss of Privileges Library accounts with billed items overdue by 21 days or more or reported to collections are automatically blocked. Privileges are reinstated once billed items have been returned in good condition and any collection fees have been paid.

Lost and Damaged Items Borrowers are responsible for the replacement costs for lost or damaged items. Replacement costs include the list price of the item and a nonrefundable processing fee. If damaged material is returned in the book drop, a letter will be sent informing the patron of the amount owed for the damage.

At the discretion of the purchasing staff member, the library may accept replacement copies for lost items owned by Moline Public Library. The borrower must still pay processing fees. The replacement copy must be an exact match of the original (i.e. author, titles, year, ISBN, format, etc.) and in new or like new condition. The library reserves the right to refuse any replacement copy.

Refunds are not issued for lost and paid items that are later found and returned.

Collections Moline Public Library accounts with a balance of \$25 or more are reported to a collection agency after 21 days. A nonrefundable collection agency report charge is added to any account in collection.

Holds and Interlibrary Loans (Out of System Loans) Holds may be made on most circulating material found within PrairieCat, with the exception of new items not owned by Moline Public Library, passes to local attractions, reference material, books reserved for in-library use, and mobile hot spots.

An interlibrary loan is an item that is borrowed outside of the PrairieCat system. Only Moline Public Library patrons in good standing can request an interlibrary loan (ILL) through the Moline Public Library. Patrons are limited to 5 active requests. Checkout periods are determined by the lender.

STAFF BORROWING PRIVILEGES

The Moline Public Library issues staff library cards to all library employees, who must observe the same borrowing privileges and loan periods that apply to patron cards. Staff members must adhere to all PrairieCat policies for their use.

Board Approved 08/21

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Next Review 07/25

Appendix A
Summary of Patron
Account Types

CARD TYPE	AGE	SIGNATURE	BORROWING LIMIT	ACCESS	E-RESOURCES ACCESS	OVERDU E FINES	HOLDS	PUBLIC COMPUTER ACCESS	EXPIRES
Children's	birth to 13	parent or legal guardian	no limit	reciprocal	yes	yes	allowed	yes	every 3 years
Adult	13 and up	applicant	no limit	reciprocal	yes	yes	allowed	yes	every 3 years
Nonresident	birth and up	applicant	no limit	reciprocal	yes	yes	allowed	yes	annually (adults); every 3 years or 18 th birthday(children)
Property Owner	birth and up	applicant	no limit	reciprocal	yes	yes	allowed	yes	annually
Interstate (Davenport Public Library cardholders)	birth and up	applicant	10 items	limited to participating libraries	no	yes	not allowed	yes	upon expiration of card from home library
Academic (WIU and Black Hawk College)	birth and up	applicant	no limit	Moline only	no	yes	not allowed	no	end of semester
Reciprocal Borrower	birth and up	applicant	no limit	reciprocal	no	yes	not allowed	yes	upon expiration of card from home library
Temporary Housing	birth and up	applicant	5 items	Moline only	yes	yes	not allowed	yes	annually