



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

Two forms of identification (one being a photo ID) and verification of residence are required to obtain a library card. Acceptable identification includes a current driver's license, state ID, student ID, utility bill, property tax bill, mortgage documents, 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 2 proofs of residency within the city limits of Moline from parent or legal guardians 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 2 proofs of residency within the city limits of Moline, but are required to sign their library card application for themselves.

Homebound Books Program Moline residents who are unable to visit the library due to a short or long term disability are able to enroll in the library's Homebound Books 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 physically visit the library, 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 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 will pay for library cards in the same manner as residents. 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. This fee represents the average annual household tax paid to the Moline Public Library. Arrangements can be made with the Library to make monthly payments for the non-resident card fee. Nonresident cards are valid for one year.

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. Online 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 or 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 RAILS Library System, 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/IHLS or Chicago Public Library 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.

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

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

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 of 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 and loan periods established by other libraries.

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

Renewals A maximum of 3 renewals are 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. Entertainment DVDs and video games must be renewed at the library and are subject to a rental fee.

Fines and Fees Patrons will be charged a rental fee to check out (or renew) video games and entertainment DVDs. Late fines on most materials are \$.25 per day, per item, with the exceptions of video game and entertainment DVDs (\$1 per day, per item) and passes to local attractions and mobile hotspots (\$5 per day). Items belonging to other libraries will be assessed at the lender's rates.

Loss of Privileges Library accounts with a balance of \$5 or higher are automatically blocked. Privileges are reinstated once the account falls below this threshold.

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. 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 and interlibrary loan (ILL) through the Moline Public Library. A fee may be assessed for each request, which is payable upon receiving the item. 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 library cards are exempt from overdue fees or rental fees, but not from charges due to lost or damaged items. Staff members must adhere to all PrairieCat policies for their use.

*Board Approved 05/18
Next Review 05/21*