



## **Library Card Registration Policy**

A library card shall be issued upon request and free of charge to all residents and/or property owners of the Village of Morton Grove. Identification and proof of residency are required to register for a card. Identification and proof of residency may be provided with a photo ID showing a current address. If a photo ID is unavailable, two forms of ID showing proof of residency are required.

### **Photo Identification may be provided with:**

- Illinois Driver's License
- Illinois State ID
- Mexican Consulate ID
- Military ID
- Passport

### **The following are acceptable forms of address verification:**

- Checks/Bank statement
- Current Lease/Mortgage
- Auto Registration or Insurance Card
- Property Tax Bill
- Bills
- School ID
- Voter's Registration

A parent/legal guardian must come into the library with proof of residency and sign the registration form for a library card for youth under the age of 18. The parent/legal guardian is responsible for all materials borrowed on the youth's card.

A library card is valid for three years and may be renewed with proof of residency. The borrower is responsible for informing the library in the event of changes in name, address, and/or phone number. The library card holder is responsible for informing the library in the event of a lost or stolen card.

Picture identification is required to replace a lost or stolen library card. A parent/legal guardian must sign a new application and provide picture ID to replace the card of children under 18.

There is a \$1.00 replacement charge for lost cards.

### **Borrower Privileges and Responsibilities**

Morton Grove Public Library cardholders have access to the library collection and premium online resources to which the Library subscribes.

In order to safeguard the collection and make materials available to as many people as possible, the Library charges fines for overdue materials. Borrowing privileges may be suspended until any overdue items are returned and fines and fees are paid. Cardholders may be referred to a collection agency for recovery of long overdue items or excessive fines.

The individual to whom the card is issued, or the parent or guardian of a cardholder under the age of 18, is responsible for the following:

- The return, in good condition, of all materials borrowed.
- Payment of fines incurred for any overdue, damaged or lost materials.
- Reporting a lost or stolen card immediately to avoid unauthorized use.
- Reporting promptly any changes in name, address, phone number and/or email address.

Please see the Loans, Renewals, Fines, and Services policy for checkout periods and procedures.

### **Illinois Reciprocal Borrowing Program**

The Morton Grove Public Library participates in the Illinois Reciprocal Borrowing Program. Morton Grove Public Library cardholders may use their MGPL card to borrow materials at any participating library in Illinois. Morton Grove Public Library cardholders may be required to present proof of identification and their valid MGPL card to register for borrowing privileges at other libraries. These reciprocal borrowing privileges are subject to the policies of the lending library, and may include limits on the types or number of materials that may be borrowed.

Any non-residents of Morton Grove who have a valid library card in good standing at their home library may register their card and borrow materials from the Morton Grove Public Library. Reciprocal borrowers will need to refer to the Loans, Renewals, Fines, and Services policy for any applicable material limits on collections.

### **Special Use Library Cards**

Special Use Library Cards cannot be used for Reciprocal Borrowing privileges at other libraries.

### **Business Use Cards**

- Available to Morton Grove businesses.
- Issued at the written request of a principal official of the business on the business' letterhead.
- The request must include the names of all employees authorized to use a card.

### **Homebound Patron Card**

- Available to those patrons residing in Morton Grove who are unable to visit the library due to age, illness, disability or other mobility difficulties.

### **Institutional-Use-Only Card**

- Available to institutions that either house or provide residential care to Morton Grove residents.
- Issued at the written request of a principal official of the institution on the institution's letterhead.

### **School Use Card**

- Available to eligible schools or preschools in Morton Grove.
- Issued at the written request of the school principal, director or school librarian on school letterhead, and must list the names of all teachers authorized to use the card.
- Individual cards will be issued in the name of each teacher listed in the written request and kept on file at the Library.

### **Temporary Use Cards**

- Temporary cards are issued to adult patrons living in a motel, or temporarily living in Morton Grove. The card is issued for the duration of the patron's stay in Morton Grove, not to exceed six months.
- A \$25 deposit is required (patron is to be provided with a receipt), refundable when the patron relinquishes their card and all charged materials have been returned.
- Patrons applying for a temporary card must provide a picture ID, along with either a current rent receipt or first-class mail sent within one month of the application date, as proof of residency. (If necessary, the patron can send mail to him/herself; receipt of the postmarked mail is sufficient proof that that person is at that address.

- Temporary cards are limited to checking out three items at a time.

### **Non-Residents**

These cards have the same borrowing privileges as a Morton Grove Resident card.

### **Non-Resident Fee Card**

Non-residents who do not own property in Morton Grove may purchase a Non-Resident Fee card for up to ten family members living at the same address. A person residing outside of a public library service area must apply for a non-resident library card at the public library located closest to the person's principal residence. (75 ILCS 5/4-7.12) The cost of a Non-Resident Fee card is based on the Library's tax rate and is updated each year; for the current cost, please contact the Library's Circulation Desk at 847-929-5103. Non-Resident Fee cards are valid for one year.

### **Non-resident Property Owner/Leaseholder Card**

Non-residents who own or lease property in Morton Grove that is taxed for library service are eligible for Non-Resident Property Owner/Leaseholder cards upon presentation of the most recent tax bill upon that taxable property or a copy of the commercial lease of that taxable property. In addition to a tax bill or commercial lease, applicants must also present proof of identification. Non-Resident Property Owner/Leaseholder cards are valid for one year.