



## **Library Card Registration Policy**

A Morton Grove Public 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
- 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 juveniles under the age of 18. The parent/legal guardian is responsible for all materials borrowed on the juvenile's card.

Library cards have no expiration date. However, 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. Library cards that have not been used for at least three (3) years will be purged from the system.

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

### **Borrower Privileges and Responsibilities**

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

In order to safeguard the collection and to ensure materials remain available to as many people as possible, the Library will suspend patron accounts for long overdue materials.

Materials are considered long overdue at two (2) weeks after due date. Borrowing privileges will remain suspended until long overdue materials are returned. Cardholders will be referred to a materials recovery service to facilitate the return or recovery of long overdue items.

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 loan 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 business letterhead.
- The request must include the names of all employees authorized to use a card.
- The business assumes responsibility for all items checked out on a Business Use 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.
- See the [Homebound Services Policy](#) for more information.

### 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 institution letterhead.
- The institution assumes responsibility for all items checked out on an Institutional Use Card.

### 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.

### 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 use cardholders are limited to three (3) checked out items at one time.

### **Non-Resident Cards**

These cards have the same borrowing privileges as a Morton Grove Resident card and are valid for one year.

### Non-Resident Fee Card

Illinois residents who do not have access to public library services because they are not taxed for library service by a local governing agency may purchase cards from the closest public library where non-resident cards are available, as per 75 ILCS 5/4-7.12. A non-resident may purchase a Non-Resident Fee card for up to ten family members residing at the same address.

The cost of a Non-Resident Fee card shall be equitable and proportionate to the fee paid by residents. The Morton Grove Public Library uses the General Mathematical Formula to determine the minimum non-resident fee, as allowed per 23 ILAC 3050.60 of the Illinois Administrative Code and is updated each 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.

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