

MOUNT PROSPECT PUBLIC LIBRARY LIBRARY CARD AND PATRON REGISTRATION POLICY AND GUIDELINES

A. Types of Library Cards

1. Resident of Mount Prospect Library Cards

Library cards are issued without charge to individuals who are 18 or older and reside within the incorporated boundaries of Mount Prospect. All patrons are required to register for a library card before borrowing library materials from the Mount Prospect Public Library. To register, a patron is required to produce two forms of identification, at least one of which shows current name and address. The Library reserves the right to ask for additional identification.

Library card for individuals under 18 years of age must be countersigned by a parent or legal guardian with proof of guardianship to insure legal responsibility for borrowed materials.

Registration for Mount Prospect Public Library cardholders is valid for a period of three years. Cardholder with expired registration is required to show appropriate identification showing name and address to re-register.

2. Nonresident Library Cards

A library card valid for one year is issued for a fee to nonresidents. The card offers the same services as a resident card, including reciprocal borrowing.

The availability of this nonresident card, the fee, and the method for calculating the fee is reviewed annually by the Board of Library Trustees.

To register for a nonresident card, a patron is required to produce two forms of identification, at least one of which shows current name and address. The Library reserves the right to ask for additional identification. Registration for a Mount Prospect Public Library nonresident card is valid for a period of one year.

A nonresident library card for individuals under 18 years of age must be countersigned by a parent or legal guardian with proof of guardianship to insure legal responsibility for borrowed materials.

3. Business Library Cards

Library cards may be issued to an individual who as an individual or as a partner, principal stockholder, or other joint owner owns taxable property or is a senior administrative officer of a firm, business, or other corporation owning taxable property within Mount Prospect. To register for a library card, such individual is required to show a current tax bill indicating tax

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contribution to the Mount Prospect Public Library, plus one other form of identification showing current home address.

"The nonresident fee shall not apply to privilege and use provided under the terms of the library's membership in a library system operating under the provisions of the Illinois Library System Act, under the terms of any reciprocal agreement with a public or private corporation or entity providing a library service, or to a nonresident who as an individual or as a partner, principal stockholder, or other joint owner owns taxable property or is a senior administrative officer of a firm, business, or other corporation owning taxable property within the city, incorporated town, village or township upon the presentation of the most recent tax bill upon that taxable property, provided that the privilege and use of the library is extended to only one such nonresident for each parcel of such taxable property." (75 Illinois Compiled Statutes 5/4-7 (12))

4. Mount Prospect Public Library Employee Library Card

All employees will be issued a MPPL library card for use at MPPL only.

5. School Services Accounts

Local organizations such as schools and child care centers may be eligible for a school services card. Please see Youth Services or Fiction/AV/Teen Services for details.

6. Temporary, Restricted Use Library Cards

A restricted use library card is available to an individual who has no current residence but is currently registered at the Journey from PADS to Hope Center. To verify registration, an individual must show a current Journey from PADS to Hope photo identification card.

B. Renewal of Library Cards

To renew a library card, a cardholder is required to produce one form of identification with current name and address. The Library reserves the right to ask for additional identification.

A parent or legal guardian must accompany a library cardholder younger than 18 years of age in order for the library card to be renewed. The parent or legal guardian must provide identification with current name and address. In addition, the legal guardian must bring proof of guardianship to insure responsibility for borrowed material. Guardianship library cards are renewed annually. A cardholder younger than 18, who is able to show his/her own State identification with current name and address, may renew his/her library card if this card is countersigned by parent. Library card for a cardholder younger than 18 must be countersigned by parent or legal guardian.

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C. Patron Liability for Unauthorized Use of Library Card

Reporting a lost or stolen library card should be done immediately to limit cardholder liability. A cardholder, including the parent/guardian of a minor cardholder, is responsible for all items checked out on his/her library card.

D. Replacement of Library Card

To replace a library card, a cardholder is required to produce one form of identification with current name and address. The Library reserves the right to ask for additional identification.

To replace a library card for an individual younger than 18 years of age, a parent or legal guardian must accompany the cardholder. The parent or legal guardian must provide identification with current name and address. In addition, the legal guardian must bring proof of guardianship to insure responsibility for borrowed material. Library card for a cardholder younger than 18 must be countersigned by parent or legal guardian.

A fee of \$1.00 is charged to replace lost or damaged Mount Prospect Public Library cards.

E. Reciprocal Borrower Cards

The Mount Prospect Public Library will accept all library cards issued by an Illinois public library. Library cards from outside the State will not be accepted for the checkout of materials.

A first-time reciprocal borrower must register his/her library card by showing his/her library card and verifying address by showing one form of identification showing name and current address. The Library reserves the right to ask for additional identification. The reciprocal borrower's library card is entered into the Library database for a period of one year.

A registered reciprocal borrower with an active account in the system may check out up to 10 items using a photo I.D. and something showing current address that matches their account.

Reciprocal borrowers are subject to all of the policies and procedures pertaining to Mount Prospect Public Library cardholders. Refer to the Circulation Policy and Library Records Confidentiality Policy for borrowing guidelines for reciprocal borrowers.

See also Circulation Policy and Library Records Confidentiality Policy.