

BORROWING PRIVILEGES AND RESPONSIBILITIES - REGISTRATION REQUIREMENTS

The Belleville Public Library is a property tax-supported public library. This means that people residing within the jurisdictional boundaries of the library pay property taxes to support the library. Those people who live within the jurisdictional boundaries of the library need pay no additional fee to be eligible to receive a library card. Library cards are renewed every three years, provided the library card holder continues to reside within the jurisdictional boundaries of the library and is a patron in good standing.

Resident Library Card Registration Requirements:

Adults wishing to register for a borrower's card, renew an expired borrower's card, or replace a lost, stolen, damaged, or destroyed borrower's card at the library must bring with them two forms of identification. These forms of identification include, but are not limited to:

- A current photo identification card such as a driver's license or a state photo ID, and
- Utility bill, business mail or official document dated within the last 30 days that has the patron's name and current address.

Library Card Holder Responsibilities:

The library card holder will:

- Be responsible for all materials borrowed on the card and associated charges.
- Abide by all library policies.
- Report lost/stolen cards or change of address immediately.
- Be responsible for use of the card issued to linked minors.
- Use the card only for the person to whom it has been issued.

Children under the age of 18:

- The application must be completed by the parent with both the child and parent present in the library.
- A parent's signature is required on the application for a library card.
- Children under the age of 18 will be linked to a parent or guardian.

Motel/Hotel Residents:

The library will allow anyone who resides in a motel/hotel within the City of Belleville limits a one-year library card. This person must reside in the motel/hotel for at least one year. The motel/hotel resident must bring in a valid one-year lease in order to apply for a one-year card.

Nursing Home/Retirement Home Residents:

The library will allow anyone who resides in a nursing home facility in the Belleville City limits to get a library card, valid for three years. The application may be taken to the nursing home for the patron to sign.

The library will allow anyone who resides in a retirement home facility in the Belleville City limits to get a library card, valid for three years.

Temporary Residences:

The library will not issue a library card to anyone who resides at a temporary location. This includes but is not limited to: Salvation Army, Women's Crisis Center, Bethany Place and Oxford House.

Non-Belleville Residents:

Individuals residing beyond the jurisdictional boundaries of the library by law should obtain a library card from the nearest public library in their school district. Individuals not within the boundaries of another public library, and owning no property within the jurisdictional boundaries of the library may purchase a non-resident fee card.

Patrons may receive either a single "Family" card or individual cards for each family member. The card will provide all the services of a resident card, including the right to use this card at other public libraries (reciprocal borrowing).

The Board of Trustees of the Belleville Public Library is required by Illinois statute to vote whether to sell non-resident cards and the fee to be charged if sold. This vote will take place in the first month of each fiscal year. Fees are assessed by the equation method (average household cost of resident tax area) or by the tax bill method. (Non-resident homeowners pay the same library rate as residents; renters pay a percentage of monthly rent).

Cards are issued for one calendar year from date of purchase. Current tax bills or rent receipts must be brought in each year for renewal.

Belleville Residential Property Owners:

Individuals residing beyond the jurisdictional boundaries of the library, but owning residential property within the jurisdictional boundaries of the library, may obtain a library card for immediate family upon presentation of a current tax bill bearing the owner's name, without additional payment as do people who reside within the jurisdictional boundaries of the library. Library cards are valid for one year increments.

Belleville Business Owners or Business Property Owners:

A business owner or a business property owner residing beyond the jurisdictional boundaries of the library, but operating a business or owning business property within the jurisdictional boundaries of library may obtain a library card for the exclusive use of one designated card holder. Library cards are valid for one year increments.

Borrowing Eligibility:

Individuals presenting valid borrower's cards issued by the library are eligible to borrow materials from the library when the following conditions are met:

1. No outstanding fines in excess of \$5.00 on his/her card.
2. No members of the immediate family at the same address have fines in excess of \$5.00 owed.

The Circulation Supervisor may waive fines or fees owed, but can not waive replacement costs without permission of the Director. However, the patron may request and receive a 24-hour hold on the item(s) he or she wishes to check out to allow the patron to correct the situation which has resulted in loss of eligibility to borrow. In addition, the library staff may request the removal of a library card from the patron's personal property to verify the validity of a library card and to avoid the needless handling of a patron's personal property.

Reciprocal Borrowing:

The individual identified on the valid Belleville borrower's card may physically take his or her library card to another Illinois public library to borrow materials. All library cards issued by the Library with the exception of the Art Access Card are valid for reciprocal borrowing. Borrowed materials are the responsibility of cardholder, and are subject to all of the fines, rules, and regulations of the lending library. Often libraries limit the borrowing privileges of reciprocal borrowers, and it is best to establish local rules and processes before making your selections.

Individuals presenting a valid card from another public library in Illinois may borrow materials from the library. The card must have the issuing library's name, the name of the individual presenting it, and an expiration date in the future. In addition, the library staff may call the issuing library to verify that the user has a valid library card in good standing.

Art Access Cards

St. Louis Art Museum Art Access materials are available to anyone within the Belleville News Democrat service area for a yearly Art Access Card fee of \$5.00.

No other library services are attached to the card. The card is for local use of Art Access materials only.

Linking Borrowers:

- Immediate family members such as father, mother, children (biological, adopted, foster) living in the same address will be linked in the library database.
- Minors (under 18) will be linked with parents or guardians.
- Adult children and non-immediate family members such as uncles, aunts, nieces and nephews living in the same address will not be linked.
- Non-household cardholders may choose to be linked for convenience. An individual can only request materials or change contact information for him or herself. The signatures of both parties are needed to link non-household borrowers.

Card Issuance Constraints

- Library cards can not be issued less than 30 minutes prior to library closing time due to the time it takes to prepare a library card.
- There is a \$5.00 fee to replace a lost, stolen, damaged or destroyed borrower's card.
- The library reserves the right to refuse a library card or to cancel a library card if a patron chronically abuses library privileges. Chronic being defined as marked by long duration or frequent recurrence or constantly vexing or habitual.

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