

# III. Library Cards

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The library's service area is Mahomet Township, which is the boundary of the Mahomet Public Library District. Persons entitled to library service are those living in Mahomet Township (the Library District); those holding valid non-resident cards; and those holding cards in good standing from other Illinois Heartland Library System member libraries.

## III-A: Library Cards for Residents of Mahomet Township

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To apply for a library card, the applicant must present a photo ID (adults) and proof of residence in the Mahomet Public Library's service area. Library cards for residents are valid for two (2) years. Library cards may only be issued to individuals, not to businesses or organizations.

All conditions agreed upon by the Illinois Heartland Library System member libraries in applying for and maintaining library privileges will be met. Persons owing fines, fees, or overdue materials to this or other libraries must take care of these obligations before a Mahomet Library card will be issued. The library will not issue cards to adults whose children under 18 years of age have outstanding fines or fees until those obligations have been satisfied.

## III-B: Library Cards for Non-Residents

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Persons who do not live in Mahomet Township do not pay taxes to support the library and therefore do not have public library service. Non-residents may purchase "non-resident" library cards, which entitle the holder to all library rights and privileges of a resident library cardholder.

Non-resident library cards are issued to immediate family members living at the same address and are valid for one year from the date of issue.

The Library Board of Trustees reviews the policy for issuance of non-resident library cards annually in May.

### **Non-Resident Owners of Property in Mahomet Township**

Persons living outside Mahomet Township but owning or leasing property inside the township may obtain **one** non-resident local-use library card for each owner, partner, principal stockholder, or leaseholder of the property without paying a fee. Pursuant to Illinois library law [75 ILCS 16/30-55.60], cards may be issued only to the above individuals. Cards may not be issued to family members. These cards entitle the cardholder to all the rights and privileges of a resident cardholder. Applicants must present the most recent property tax bill or commercial lease annually to obtain or renew a library card.

### **Applying for a Non-Resident Card**

To apply for a non-resident card, property owners must annually bring in a copy of their most recent property tax bills. Renters must bring in a copy of the rent receipt or canceled rent check (dated within the last 60 days), or a copy of the lease agreement. The library staff will then calculate the charge.

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All property tax information is public record under Illinois law. The library staff may verify property tax information with the County Assessor's office.

The policy for issuance of non-resident library cards, adopted by the Mahomet Public Library District Board of Trustees on June 12, 1995, is reviewed annually in May.

## Fee Schedules

### Fee Schedule for Property Owners

Non-resident cards for property owners, including persons owning mobile homes on permanent foundations, are issued annually based on the tax-bill method of calculation [IL Administrative Code, Title 23 Section 6050.60(b)]. The annual fee is calculated by multiplying the library's current tax rate by the property's Equalized Assessed Valuation (one-third of the property's market value).

### Fee Schedule for Renters

The nonresident fee for renters will be the minimum fee as established annually by the board of trustees.

### Minimum Fee for Non-Resident Card

The Library Board of Trustees establishes the minimum annual fee for all categories of non-resident cards each year in May.

## III-C: Library Cards for Minors

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Children may have their own library cards. With a library card, children have access to all materials in the library's collection. Parents of minors assume responsibility for any guidance in the selection of materials.

Children are entitled to the same rights of access to libraries, library materials, computers, computer databases and online resources as adults as consistent with the library's applicable policies. Children are further entitled to the same confidentiality as adults according to library policy *V. Confidentiality of Records*. Authorized library staff may only provide information about a minor's fines and fees to the parent or legal guardian. Circulation information will not be provided.

### Children Under 14 Years of Age

For children under the age of 14, a parent or guardian must sign the application. The library will not issue cards to children under 14 years of age whose parents or guardians have outstanding fines or fees.

Parents or guardians are responsible for fines or fees charged to the card of children under the age of 14, including fees for replacing lost or damaged materials.

## III-D: Replacement Cards

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The library will assess a fee to replace cards that have been lost or stolen. The patron must present a valid ID to receive a replacement card.