

Morrison-Talbott Library Library Card Policy

Resident Library Card

The Morrison-Talbott Library is a tax-supported public library. This means that people residing within the jurisdictional boundaries of the City of Waterloo pay taxes to support the library. Those people who live within the jurisdictional boundaries of the City of Waterloo need pay no additional fee to be eligible to receive their first library card. Library cards are renewed every three years without additional fees, provided the library card holder continues to reside within the jurisdictional boundaries of the City of Waterloo and is a patron in good standing. Any family member age 6+ residing at the same address within the city limits may obtain his/her/their own card. To obtain a resident library card, citizens must present a valid photo ID and an additional piece of official mail bearing the citizen's permanent address within city limits (City of Waterloo utility bill preferred). Resident library cards may be issued to adults and children age 6+. Children under the age of 18 must be accompanied by their parent or legal guardian to obtain a card.

Non-Resident Library Card

Individuals residing beyond the jurisdictional boundaries of the Morrison-Talbott Library, not within the boundaries of another public library, and neither owning nor leasing any property within the jurisdictional boundaries of the Morrison-Talbott Library, may purchase a non-resident fee card for the price calculated each year by a formula devised by the Illinois State Library. This fee entitles the entire household to use the Morrison-Talbott Library, and libraries statewide, provided that the library participates in the state's non-resident library card program. The card shall be valid for one year from the date of registration. This policy is in accordance with the Illinois Local Library Act's section on non-resident library cards (75 ILCS 5/4-7). To obtain a non-resident library card, citizens must present a valid photo ID. Non-resident cards may be issued to adults or children age 6+. Children under the age of 18 must be accompanied by their parent or legal guardian.

At the discretion of library administration, the non-resident library card fee may be paid in two installments by the patron. (75 ILCS 5/4-7 (12) and 75 ILCS 16/30-55.60) rev 03/28/22

Procedure for issuing card made with half payment:

- First expiration date should be set at 6 months after issuing card for first time.
- Statistical class should be changed to "special."
- Non-blocking note should be added.
- Data should be entered on Non-Resident 6-month Card Payments" spreadsheet in shared drive. There is shortcut on circulation computer desktops.
- If payments cross over July 1st, 2nd payment is same as 1st payment

- Upon second payments, expiration date should be changed to 1 year after card issued originally. (NOTE: Even if patron pays several months “late,” for instance at 9 months, expiration date still goes to one-year, because this is NOT a 6-month card. Rather, it is a 1-year card issued with half payment.)

Non-Resident Property Owner Library Card

Individuals residing beyond the jurisdictional boundaries of the Morrison-Talbott Library, but owning or leasing property within the jurisdictional boundaries of the City of Waterloo, may, upon presentation of a tax bill or a lease bearing their name, receive a non-resident card for everyone in the household per taxable parcel, valid for one year from the registration date. The card issued will be a non-resident card and will entitle the patron to use the Morrison-Talbott Library, and libraries statewide, provided that the library participates in the state’s non-resident library card program. This policy is in accordance with the Illinois Local Library Act’s section on non-resident library cards (75 ILCS 5/4-7).

My First Library Card

The “My First Library Card” program is intended to introduce young children to the wonders of the library, to encourage parents to read to their children and to foster early literacy development in babies and toddlers. A “My First Library Card” is available for no additional cost for children ages birth through 5 years of age who reside within the jurisdictional boundaries of the City of Waterloo. Children must be accompanied by their parent or legal guardian. Proof of identity and residency for children and adults apply. Parent accepts legal responsibility for materials by signing application. Children ages 0-5 who reside outside of the jurisdictional boundaries of the City of Waterloo but within the Waterloo CUSD#5 are eligible for a “My First Library Card” with their parent or legal guardian’s purchase of a non-resident library card. (rev 03/27/23)

Cards for Kids Library Card

Individuals who are students registered at a public or private school that serves grades K-12 (either in part or in full) or preschool (ages 3-5) AND reside in an unincorporated area in Illinois AND fall at or below the US Department of Agriculture’s Income Eligibility Guidelines may request a non-resident card at no charge. The student must provide proof of their eligibility, supplied in written form by the school district. This card is only valid for the student and not the household. If the student is under 18, a parent or guardian must be present to show proof of address for the child’s library card and also will be held responsible for materials borrowed by the child. Home-educated students ages 3-18 are also eligible for this program and must complete a “Cards for Kids Youth Library Card Application for Home-Educated Students.” This policy is in accordance with the Illinois Local Library Act’s section on (75 ILCS 16/30-55.60).

Disabled Veteran Non-Resident Library Card

Individuals who reside outside of the jurisdictional boundaries of the City of Waterloo and who are veterans of the United States Armed Forces with a service-connected disability of at least 70% and are exempt from paying property taxes on their primary residence, may request a non-resident library card at no charge. An unmarried surviving spouse of a veteran who has

previously qualified for this exemption prior to his/her/their death is also eligible for a non-resident library card at no expense. An unmarried surviving spouse of a service member killed in the line of duty is also entitled to a non-resident library card at no charge. Qualifying veterans or surviving spouses must present documentation from Monroe County that indicates their resident is exempt from paying property taxes. Applicants must also present a photo ID. This policy is in accordance with the Illinois Local Library Act's section on (75 ILCS 16/30-55.60).

Temporary Resident Library Card

Any individual temporarily residing within the jurisdictional boundaries of the City of Waterloo may obtain a temporary resident card. This card shall be valid for 30 days from the date of issue, and shall provide access to all resources, print and digital, offered by Morrison-Talbott Library. Cards may be renewed at the Director's discretion but validity shall not extend past 90 days total. Visitors must present a valid photo ID and proof of temporary residency in the form of a letter from the City property tax payer. Temporary residents must abide by all patron rules and will be held accountable for lost or damaged items.

Non-Profit Organization Library Card

If a nonprofit organization is located within the jurisdictional boundaries of the City of Waterloo, it is eligible for one library card recorded under the organization name. A tax bill listing City of Waterloo taxes or a letter on the organization letterhead from the director of the organization must be presented. The person signing the library card application will be responsible for any fines or fees associated with the library card. The library card must be present in order to borrow any library materials. The library director or the director's designee will make all final decisions on the eligibility of an organization for borrowing privileges.

Retirement Home Resident Library Card

The library will allow anyone who resides in a nursing home, retirement home, or assisted-living facility, or is home bound due to long or short-term disability, within the City of Waterloo jurisdictional boundaries to get a library card, valid for three years from date of registration. Home bound patrons must provide a doctor's statement or some other medical documentation verifying their long/short-term disability.

Adult Proof of Residency

Adults (18 and older) 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 Morrison-Talbott Library must bring with them one form of identification which bears their name, photo and current address. A second document must validate the patron's residency. Form of identification include, but are not limited to, driver's license, utility bills, mail, or voter's registration card. P.O. Box addresses are not considered valid proof of residency. If a person does not have a mailing address other than a P.O. Box, they must prove their residency through other means (a letter from the landlord or piece of mail sent to residence).

Child Proof of Residency

Children (17 and younger) must complete a “child” registration for a library card. A parent or legal guardian must be present to show proof of address for the child’s library card. The parent or legal guardian shall sign for the child’s library card and also will be held responsible for all materials borrowed by the child.

Reciprocal Borrowing

As a resident or non-resident card holder of Morrison-Talbott Library, the borrower identified on a valid borrower’s card may physically take his/her library card to another library to borrow materials. Those materials are the responsibility of the individual who borrows them and are subject to all 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 procedures before making your selections. Reciprocal borrowers are not entitled to use of another library’s electronic resources (ie. Cloud Library, Libby, Mango, Hoopla, Kanopy).