

QUINCY PUBLIC LIBRARY
ISSUANCE OF LIBRARY CARDS TO NON-RESIDENT PROPERTY OWNERS

Non-resident Property Owner Library cards shall be issued to persons residing outside the Quincy and Townships of the Quincy Area Public Library District, but who own property within the City of Quincy and the Townships of the Quincy Area Public Library District (TQAPLD), subject to the following terms and conditions:

1. The property must be owned or leased either as a single proprietorship or as a partnership. Only the person(s) named on the tax bill will be issued a free card.
2. Quincy Public Library shall handle the issuance and renewal of non-resident property owner library cards and shall keep and maintain all records concerning cardholders.
3. Quincy Public Library and TQAPLD non-resident property owner cardholders are entitled to all the privileges of a resident cardholder.
4. Quincy Public Library and TQAPLD non-resident property owner cards shall bear the library's name and official address, its symbol, and a non-resident stamp. It shall contain any other information necessary to permit cardholders to make use of the Quincy Public Library.
5. Applicants must complete the necessary application. The following areas on the application are required: Last name, first name, and middle initial; address of current residence; and date of birth.
6. Persons 18 years of age and older shall be issued an individual non-resident property owner card on the following conditions:
 - (a) Presentation of valid photo identification, which has the person's current name and current address.
 - (b) Presentation of a copy of the most recent property tax bill for the property located within the City of Quincy or the Townships of the Quincy Area Public Library District with the patron's name listed on the property tax bill.
 - (c) Execution of a signature card that will constitute the cardholder's agreement to be responsible for all fines and penalties imposed and to be responsible for costs of repair or replacement for damaged, lost, or stolen library materials checked out on the holder's card. This responsibility shall continue notwithstanding the loss or theft of such card up to the time that the undersigned gives written notice to the library of such loss or theft.

7. Non-resident property owner library cards will expire one (1) year from the date of issuance. Expired cards may be renewed, subject to the same terms and conditions for the issuance of new library cards.
8. Quincy Public Library's Board of Trustees reserves the right to revoke any library card in the event that the cardholder fails to comply with the library's policies concerning the use of the card and library materials.
9. A replacement fee of \$2.00 is charged for a lost card.
10. Quincy Public Library cards are non-transferable to anyone except a designated borrower. Lending of cards is not permitted. Loaned cards will be confiscated and will result in the loss of borrowing privileges to patrons who loan their cards.
11. Persons unable to come to the library due to a permanent or temporary disability may designate one other person to use their library card to borrow library materials for them. A "Designated Borrower Authorization Form" must be completed by the library card owner. The Designated Borrower must always present the library card and photo identification when using the card. The library card owner is responsible for all fines and fees charged on the card.

Adopted February 8, 2000
Revised April 11, 2006
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Quincy Public Library
Board of Trustees

Designated Borrower Authorization Form

Name: _____ PID # _____

I authorize/designate the following person to use my library card to borrow materials for me until _____ indefinitely _____.

Name of Designated Borrower: _____

Address _____ City _____

State/Zip _____ Telephone _____

My designated borrower knows that they must present photo identification and my library card when borrowing materials for me.

Signature _____ Date _____