

## **QUINCY PUBLIC LIBRARY ISSUANCE OF LIBRARY CARDS TO NON-RESIDENTS**

Non-resident Library cards shall be issued to persons residing outside the City of Quincy and Townships of the Quincy Area Public Library District (T-Q), subject to the following terms and conditions:

1. Quincy Public Library shall handle the issuance and renewal of non-resident library cards and shall keep and maintain all records concerning cardholders.
2. Quincy Public Library and T-Q non-resident cardholders are entitled to all the privileges of a resident cardholder.
3. Quincy Public Library and T-Q non-resident 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.
4. Quincy Public Library will compute the non-resident card fee on an annual basis. The tax levy income of the Library is divided by the current population to determine income per capita. Income per capita is then multiplied by the average number of persons in each household in the community to determine the average cost per tax paying unit. This shall be the basis for establishing the cost of a non-resident card.
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 a non-resident card on the following conditions:
  - (a) Presentation of valid photo identification which has the person's current name and current address.
  - (b) Payment of the non-resident fee. Full payment should be made at time of issuance. QPL will allow the fee to be paid in two (2) installments, the first at time of issuance and the second within ninety (90) days. If the entire fee is not paid within ninety days, borrowing privileges will be revoked.
  - (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. Quincy Public Library and T-Q will issue annual non-resident library cards. By law, annual non-resident 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. Non-resident library card fees are non-refundable under any circumstance. No refund will be made of any partial fees if the card is revoked for failure to pay the second installment or for any other reason.
9. A replacement fee of \$2.00 is charged for a lost card.
10. Quincy Public Library and T-Q 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.

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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 \_\_\_\_\_