



Borrowing Privileges

Registration Requirements

The Mattoon Public Library is a tax-supported public library. This means that people residing within the jurisdictional boundaries of the Mattoon Public Library pay taxes to support the library. Those people who live within the jurisdictional boundaries of the Mattoon Public Library need pay no additional fee to be eligible to receive their first library card. Library cards are renewed every 3 years without additional fees, provided the library card holder continues to reside within the jurisdictional boundaries of the Mattoon Public Library and is a patron in good standing. There is a fee of \$2.00 to replace damaged, destroyed, lost, or stolen library cards.

As a resident card holder, the borrower identified on the valid borrower's card may physically take his or 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 of the fines, rules, and regulations of the lending library.

Individuals residing beyond the jurisdictional boundaries of the Mattoon Public Library and not within the boundaries of another public library, and owning no property within the jurisdictional boundaries of the Mattoon Public Library, may purchase a non-resident fee card for the price of \$75. This fee entitles the entire family to use the Mattoon Public Library, surrounding libraries within the Lincoln Trail Library system, and entitles them to make full use of interlibrary loan borrowing privileges.

The fee is calculated by the General Mathematical Formula, one of three ways the State of Illinois permits non-resident fees to be calculated. It is: To determine the minimum non-resident fee, a local library should divide the library income from local property tax sources or its equivalent by the local population to determine the cost of service per capita. The library should multiply the per capita figure by the average number of persons per household in the community to obtain the average cost per household on which to base a fee for a family card. The most recent federal census information available shall be used in determining population and household size.

If an individual resides beyond the jurisdictional boundaries of the Mattoon Public Library, but owns property within the jurisdictional boundaries of the Mattoon Public Library, upon presentation of a tax bill bearing his or her name, he or she may have one library card for the exclusive use of the individual whose name appears on its face without additional payment as is the case with people who reside within the jurisdictional boundaries of the Mattoon Public Library.

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 Mattoon Public Library must bring with them photo identification. The registration number on this photo identification will be entered into the registrant's library record in accordance with SHARE Consortia policy. Registering for a new card also requires proof of residency which bears his/her name and address. These forms of identification include, but are not limited to, driver's license, utility bills, mail, or voter's registration card. Upon presenting proper identification a new member will have their picture added to the database and be given their library card immediately.

Children under the age of 17 must have a parent or guardian present at the time of application. Parent will have to show proof of residency and if the parent already has a library card in the SHARE system, it must be clear of all charges and fines. All children's cards will be linked to their parents until such time as they are 17 years of age, or have been legally emancipated.

At the time of registration, there is no limit (beyond that of the normal circulation limits) on the amount of books that a new patron can borrow, if they are shown to either be former patrons in good standing or if they are completely new to the SHARE database. If fines are owed on a previously held card from the Mattoon Public Library or any other SHARE member library, all fines must be cleared before a new card can be issued.

A library card is issued per person and only the person the card is issued have privileges on that card. Patrons wishing to grant others access to their account my set this up with a staff member in person.

Eligibility to Borrow

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

1. No outstanding fines in aggregate excess of \$5.00 have accrued to their card.
2. No outstanding overdue materials.

Staff members do have discretion in waiving these rules if a valid reason is presented.

Individuals presenting a valid card from another public library in Illinois may borrow materials from the Mattoon Library. The card must have the name of the individual presenting it, and an expiration date in the future. The card must be either a resident borrower's card or a system borrower's card to be valid for reciprocal borrowing, and the card must be present to borrow books.

Individuals who have a valid Mattoon Public Library card can show a valid form of ID to check out books, but a library card is preferred.