

Borrowing Policy

A valid library card is needed to check out materials.

To receive a card, a current valid Illinois Photo ID with the current Morrison address is required. If the photo ID does not have the current address, the patron must prove their current address by showing one or more from the following list: voter's registration, checkbook, tax receipt for address claimed, utility bill (phone, water, power), mortgage or deed, signed lease agreement or any piece of "official" current mail. Other identification, including digital forms, may be accepted at the discretion of the library staff. Applicants must be in good standing at their former library in order to be issued an Odell Library card.

Resident Card

All residents living within the city limits are eligible to receive their own library card. Residents living within the Morrison city limits pay a library tax as part of their Morrison property tax; as such they will not be charged any additional fee for a library card. (Patron type: Regular)

Non-resident Card

Because properties outside the city limits of Morrison are not charged a Morrison library tax, rural residents may purchase library cards for an annual fee set by the Library Board of Trustees. The current fee per household is \$60. A non-resident who owns or leases commercial property in a Morrison may have the fee waived upon presentation of the most recent tax bill. (Patron type: Rural)

Card for Minors

Resident and non-resident minors under the age of 18 years old, are eligible to apply for a library card at no charge. The card must be renewed every two years. Parents or guardians are responsible for the items checked out. (Patron type: Regular or Rural)

Reciprocal Borrowers

The library extends reciprocal services to persons with a valid current Illinois library card. A current library card in good standing must be presented to obtain reciprocal borrowing privileges.

Non-resident Disabled Veterans (Property Owners)

A veteran with a service-connected disability of at least 70% who is exempt from paying property taxes on their primary residence due to the Homestead exemption for veterans with disabilities is entitled to a non-resident library card without a fee. Furthermore, an unmarried surviving spouse of a veteran who previously qualified for

the exemption, as well as an unmarried surviving spouse of a service member killed in action are also entitled to a non-resident card without payment of a fee. The qualifying veteran or surviving spouse must present documentation from the county where they reside that indicates their residence is exempt from paying property taxes. (Patron type: Rural)

Non-resident Disabled Veterans (Renters)

The non-resident fee shall not apply to veterans with a service-related disability of at least 70% who do not own their principal residence (rent) and who reside outside of a public library service area. The veteran shall present documentation of disability of at least 70% from the U.S. Department of Veterans Affairs when applying for their non-resident card. The surviving spouse of a deceased disabled veteran who previously had the fee waived would not be eligible to have the non-resident fee waived after the death of the veteran. This card must be renewed annually. (Patron type: Rural)

Replacement Card

Replacement cards for lost or destroyed cards are \$1.00 per replacement. The cost increases \$1 for each replacement of the same card (\$2 for second replacement; \$3 for third), not to exceed \$5.

Loan Period

The library sets loan limits in order to fairly distribute the library's resources. Most items circulate for 2 weeks. Niabi Zoo and Putnam Passes may be borrowed for one week. Most items can be renewed up to three times as long as there is not a hold requested for that item. Materials held by a patron beyond the due date are considered overdue.

Notifications

Notification of materials on hold, coming due and past due will be made by phone, mail, email, or text message based on a patron's preference.

Fines

A fine of \$.10/day will be charged for each day the item is past due, not to exceed \$5.00. When a \$5.00 fine has accrued, no renewals, holds or checkouts will be allowed until the fine is paid, and public computer accessibility is restricted. Some items are \$1/day fine, which include the Discovery Book Packs, Niabi and Putnam Passes, Leap Readers, and hotspots.

Lost or Damaged Items

In the case of a lost or damaged item, the patron will be charged for the cost of the item.

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