

TERMS OF LIBRARY USE

APPLICATION FOR A CARD: When applying, two forms showing proof of current residence are required, along with one photo ID. Children must be 6 years old, able to write their own name and understand basic library fundamentals to have their own card.

LOAN PERIOD: The regular loan period of books, magazines, and all other library materials will be three weeks. DVDs are a seven-day loan.

RENEWALS: There is a maximum of three renewals. No book may be renewed if on reserve for another patron or if more than one week overdue. New adult fiction and young adult fiction may not be renewed.

LIMITS:

There shall be a limit per address (not per card) of:

New books	3
Magazines	18 (6 of one title)
Cassettes	3
Books on Cassette	5
Video cassettes	5
CDs	6
Books on CD	3
DVDs	3
Books by same author	3
Books on same subject	3

NON-RESIDENT FEE:

The Library attempts to serve as many local patrons as possible. Non-city residents who do not pay any Maryville property or real estate taxes will be charged a \$38 per year fee. Any city resident moving to non-resident status may use their library card until December 31 of the current year without paying non-resident fee (attachment S).

LIBRARY HOURS:

9:00 a.m. – 6:00 p.m. Monday, Tuesday, Wednesday, Thursday, Friday
9:00 a.m. – 3:00 p.m. Saturday

MEETING ROOMS: (Attachment K)

FINES: Patrons are responsible for the materials lent to them. Prompt return is expected of all items. Fines for adult books are 5 cents per day excluding Sundays and holidays. Fines for videos and DVDs are 50 cents per day. All fines at one household address must be paid before issuing another card to a family member or before any materials can be checked out on any card at that address. Failure to return after 90 days cancels library privileges.

OVERDUES: Overdue materials must be returned before any additional materials can be checked out. Computer generates overdue notices weekly. After patron is notified by telephone, email, or text on first two notices, the third notice is mailed. A \$2 processing fee is added to fine when materials are set to missing or lost.

PATRONS HAVING LIBRARY MATERIALS WHICH ARE DAMAGED WHILE IN THEIR POSSESSION OR NOT RETURNED TO THE LIBRARY SHALL BE CHARGED A REPLACEMENT FEE FOR THE FOR EACH INDIVIDUAL TITLE. THE REPLACEMENT FEE FOR BOOKS AND MATERIALS NO LONGER IN PRINT SHALL BE AT THE DISCRETION OF THE DIRECTOR. PROMPT PAYMENT OF THE FEE IS EXPECTED AND MUST BE PAID BEFORE ANY FURTHER ITEMS CAN BE CHECKED OUT.

REPLACEMENT:

The following costs will be applied to a patron's account to replace books that are lost or damaged beyond further use.

(Exceptions may be made in the case of books that are rare, valuable, or difficult to replace.)

Paperback (Children's/youth/YA title):	\$8
Paperback (Adult title):	\$10
Hardback (Children's/youth/YA title):	\$12
Hardback (Adult title):	\$16
DVD or BluRay:	\$18
BKCD (Children's/youth/YA title):	\$10

BKCD (Adult title): \$20
Magazine: \$1
Book/Toy or Book with CD: \$15

DAMAGE:

Costs to repair materials which are damaged while in patron possession will be as follows:
Remain in circulation = \$3 for tears, scissor cuts, crayon, animal damage, water damage, etc.
Taken out of circulation = default price (or Director discretion)

REPEATED DAMAGE, OVERDUES, NON-RETURN:

Patrons with repeated offenses toward library materials will be denied further usage of their present card and any future card privileges.

AMNESTY: Amnesty on overdue materials may be extended to the public during National Library Week and at various times selected by the Director.

RECIPROCAL AGREEMENT/NWMSU: An agreement with NWMSU allows Maryville Public Library patrons to use Owens Library and University students, staff, and retired staff to use the public library. This applies to non-resident status as well. Valid I.D. cards are necessary. Proof of validation is the responsibility of the student. Student status must be shown by accessing their student account.