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## Maryville Public Library Policy

### Section D: PUBLIC ACCESS & SERVICES

**Subject 200:** Full Access Card Agreement,  
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Last reviewed/revised: 2020

### FULL ACCESS LIBRARY CARD AGREEMENT

*FOR STAFF USE ONLY:  
Date card issued:*

Cardholder's legal name: \_\_\_\_\_ Phone: \_\_\_\_\_

*Last 6 digits of card #:*

Cardholder's current living address: \_\_\_\_\_

*Staff initials:*

Email: \_\_\_\_\_ **Photo ID and proof of current address will be required. Cardholders not paying property taxes to the Maryville Public Library will need to pay an annual fee to activate this card.**

**Loan periods and limits:** Books and audiobooks are loaned for 21 days at a time. Patrons may renew books and audiobooks up to three times with the exception of new release adult books and books or audiobooks which another patron has reserved. Print books are limited to 35 checkouts at a time for full access cards. Audiobooks are limited to three checkouts at a time for full access cards. DVDs are loaned for seven days and limited to three per household. Due to high demand, DVDs cannot be renewed. Musical instruments are loaned for 21 days at a time and limited to one per library card and two per household. **Other loan items may be limited to one per household.**

**Overdue or damaged materials:** The library cardholder is solely responsible for all items checked out to this library account. **At 2-8 days overdue**, the patron's account is blocked, along with all other patron accounts at that household address, until all overdue items are returned and no fees are due. Blocked accounts disable the cardholder(s) from checkouts, renewals, reserves, or access to the library's electronic resources. **At 30 days overdue**, a replacement fee—which may be full list price of the item-- is added to the patron's account, plus a \$10 administrative fee (per card) to cover library costs associated with overdue notices, staff time, and processing of replacement items. For replacement costs paid and not yet deposited, a refund may be given for items returned, with the exception of the unrefundable \$10 fee.

If the household's cumulative item replacement costs exceed \$125, the matter may be turned over to a collection agency or to the Nodaway County Prosecutor's office for criminal prosecution for theft under the *Missouri Revised Statutes, sections 570.200 and 570.210*. Individuals or households demonstrating chronic failure to return multiple items before the 30-day overdue threshold may have their accounts limited to 3 books/audiobooks per household for a specified period of time at the discretion of the director, for the purpose of protecting access to materials on the behalf of the rest of the borrowing population. Patrons whose accounts are limited under these circumstances may appeal the director's decision using the appeals process as outlined in *MPL Policy D1000 Denial of Service/Appeal Process*.

The library's patron database generates overdue notices weekly. Two notifications are sent using the borrower's preferred method of contact. The third notice is mailed. The cardholder is responsible for notifying the library in the case of a change of address or contact information. **Library card renewals:** This card will need to be renewed on an annual or biennial basis in order to keep the library's patron database accurate. A photo ID may be required by library staff to check out materials in the absence of a library-issued card. This card is not transferable to another person.

*I certify that the information on this application is correct. I accept responsibility for materials borrowed on the card issued from this application, and I understand that in accordance with library policy, I may be subject to replacement fees in the case of items borrowed on this card that are deemed by the library to be lost or damaged.*

\_\_\_\_\_  
**Signature of Cardholder or party assuming legal and financial responsibility**

\_\_\_\_\_  
**Date**

(Cardholders under 17 will need a parent or guardian's signature.)

To protect your liability associated with this card, would you like us to require a photo ID for checkouts in the absence of your library-issued card? **Please circle one:**    Yes        No