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**Maryville Public Library Policy**

**Section D: PUBLIC ACCESS & SERVICES**

**Subject 201:** 3-book Limited Use Card Application,  
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Last reviewed/revised: 2022

**3-BOOK LIMITED USE LIBRARY CARD APPLICATION**

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

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

**Photo ID and Proof of address will be required** unless this card is being issued to a child at a children's outreach event in Nodaway County or to a Nursing Home or Group Home resident.)

Contact number or email: \_\_\_\_\_

For cardholders under the age of 18, Age: \_\_\_\_\_ Date of birth: \_\_\_\_\_

Name of Parent or Guardian if applicable: \_\_\_\_\_

**Annual fee status  
(required)**

Please check one box to  
indicate appropriate  
funding source:

This cardholder's household is within the library taxing district or owns property within the library taxing district. (Proof of taxes paid or residency status may be required.)

We live outside of the library taxing district and agree to a \$20 annual fee for a non-taxpayer 3-book library card.

We live outside of the library taxing district, within Nodaway County, and are food stamp eligible. (EBT card and photo ID required). We request this \$20 fee be paid for by the Friends of the Maryville Public Library.

This card is being issued to a child under 17 years old living within a Nodaway County school district. Parents request the \$20 fee be paid for by the Friends of the Maryville Public Library. Fees in subsequent years may need to be paid for by a parent or guardian.

FOR STAFF USE ONLY: Date card issued: \_\_\_\_\_

Last 6 digits of card #: \_\_\_\_\_

Staff initials: \_\_\_\_\_

**Loan periods and limits:** Books, audiobooks, CDs, and DVDs are loaned for 21 days at a time. Patrons may renew items up to three times with the exception of new release adult books, DVDs, and items on reserve for another patron. DVDs are limited to three per household.

**Overdue or damaged materials:** The party signing this application 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 accounts linked to that household address, until all overdue items are returned and no fees are due. At 30 days overdue, a replacement fee—which may be the 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 \$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. 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 case of a change of address or contact information.

**Signature required:** I certify that the information on this application is correct. I accept legal and financial responsibility for materials borrowed on this card issued from this application according to Maryville Public Library's loaning policy.

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