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## Maryville Public Library Policy

### Section D: PUBLIC ACCESS & SERVICES

**Subject 202:** 5-book NWMSU Limited Use Card  
Application, Page 1 of 2

Last reviewed/revised: 2023

## 5-BOOK NWMSU (NONTAXPAYER) 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.)

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

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

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

### **Checkouts on this card are limited to up to five print books or in-house audiobooks per card.**

Adults interested in other library materials may apply to upgrade to a full-access MPL library card. For those living outside the library's taxing district, an annual fee will apply in order to upgrade. This limited-use card is made available through a reciprocal borrowing agreement with B.D. Owens Library and is intended for current NWMSU staff, students, and retired faculty who live outside the library's taxing district and do not wish to pay an annual fee for borrowing privileges. Borrowing restrictions on this card are based on checkout restrictions for MPL cardholders at B.D. Owens Library.

**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 \$5 administrative fee (per item with a maximum of \$10 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 administrative 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: \_\_\_\_\_

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

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

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



## **Parental Restrictions Notice**

### **Required of all cardholders or parents of minor cardholders:**

Please select one of the following two options

\_\_\_\_\_ NO RESTRICTIONS ON THIS CARD REGARDLESS OF AGE: I do not require any content restrictions on this library card and I provide consent for my Child(ren) to check out and use any and all available library resources with no restrictions on content.  
*(Cardholders can also check here to opt out of restrictions because no minors use this card.)*

\_\_\_\_\_ RESTRICTED CONTENT LIBRARY CARD. I wish loans on this library card to be restricted to items cataloged by MPL as Easy books, and audio, Easy Readers, Youth books and audio, Family DVDs and a limited selection of electronic resources designated by the library to be accessible with this card. Please note that to allow the Library to comply with RSMo 573.550 and 15 CSR 30-200.015, a Restricted Content card will prohibit checkouts of certain items, including those classified by the Library as Young Adult and Adult, as well as Internet, ebooks and streaming video items.

Upon signing this agreement, I'm demonstrating I understand that outside the checkout limitations of this card, Library staff, trustees, or other official persons affiliated with the Library do not have supervisory duty over my Child and that it is my responsibility to monitor the Child's behavior and consumption of library content, in any and all forms.

I have been informed in reviewing this consent form that I have access to the policies of this Library regarding collection development and Citizen's Request for Reconsideration under Missouri State Regulation 15 CSR 30-200.015 and that it is my responsibility to request and review the same if so desired.

PRINTED NAME OF PARENT/GUARDIAN/CARDHOLDER: \_\_\_\_\_

SIGNATURE OF PARENT/GUARDIAN/CARDHOLDER: \_\_\_\_\_

DATE: \_\_\_\_\_

ADDRESS OF PARENT/GUARDIAN: \_\_\_\_\_

PHONE OF PARENT/GUARDIAN: \_\_\_\_\_

EMAIL OF PARENT/GUARDIAN: \_\_\_\_\_