

## Eligibility for a Library Card:

Any adult, aged 18 or older, may apply for a Carthage Public Library card. Any minor, aged 0 to 17, may apply for a Carthage Public Library card, IF the parent or legal guardian agrees to and signs the waiver on the library application:

*“As the parent/legal guardian of my child, I grant access to the full collections of the Carthage Public Library, the Missouri Evergreen Consortium, and any electronic books and resources that may be accessed using the patron’s Carthage Public Library card. Library staff do not supervise minors. Library staff do not know what you consider appropriate for your child and cannot be responsible for their selections. If you do not agree to full access to the collections, your child will not be issued a card. Parents/guardians may then check out items for children on their own cards.” This statement is required by 15 CSR 30-200.015 Missouri State Regulations.*

Library cards are non-transferable. Only the person listed on the registration card may use the library to borrow library materials or technology. When applicable, nonresident fees will be charged as stated above.

A library card may be invalidated at any time by the Carthage Public Library if the cardholder does not return overdue materials, pay outstanding fines, or abide by other library policies.

## Regular Patron Types:

- **Resident**

Persons who live inside the city limits of Carthage do not have to pay a yearly fee.

- **Non-Resident**

Persons who live outside the city limits BUT own property within the city limits do not have to pay a yearly fee, but must present their current city property tax receipt annually. Persons who do not reside in the city limits or own city property must pay a \$20.00 non-refundable fee annually. This fee will allow any member of the household to be issued a separate library card.

## Special Patron Types/Statuses:

- **Temporary**

Persons who reside in a temporary dwelling place (including but not limited to: Crisis Centers, shelters, motels, campgrounds, etc.) may receive a temporary library card by making a \$20.00 deposit. The card is valid for 30 days, and may be renewed 1 time, for a total of 60 days. Temporary patrons may check out 2 materials at a time, but cannot check out equipment of any kind. If the patron moves to permanent housing, they may fill out a new application, and transition to a permanent patron type. If applicable, the \$20.00 deposit can be counted as the Non-Resident Fee.

- **Homebound Status**

Persons who are physically unable to come into the library may apply for Homebound Status. This status can be applied to any regular patron type. The Carthage Public Library can send a homebound application in the mail, with a library card application, if necessary. The application must be completed and signed by both the patron, and the patron's proxy—the person assuming financial responsibility for the materials checked out. If the patron has not previously had a library card, the proxy must return the library card application and the homebound application, along with the envelope it was mailed in, for proof of address.

## Library Card Application Process:

1. Patron must provide proof of current physical address. If the patron is a minor, the patron's parent/legal guardian must provide proof of current physical address.
2. Patron must fill out the library card application. If the patron is a minor, the patron's parent/legal guardian must agree to and sign the waiver required by 15 CSR 30-200.015 Missouri State Regulations listed on the library card application, or the minor will not be issued a card.
3. Staff will check the system for any previous Carthage Public Library cards. If any exist, the patron will be required to reconcile any old accounts, and will still have to provide all necessary information, including but not limited to a new proof of address and library card application.
4. Staff will determine if the patron's address is inside city limits. Any paperwork or fees outlined in the *Eligibility for a Library Card* will be collected.
5. Special patron types/statuses will be applied for and assigned as outlined in the *Eligibility for a Library Card*.
6. All regular patron types will be assigned probationary status for 1 month. During this period, the patron may borrow 2 items at a time, excluding equipment. After 1 month, permanent status will be granted.
7. The patron or patron's signed parent/legal guardian must physically come into the library to renew their library account annually. If a patron has been granted *Homebound Status*, the patron's proxy will be allowed to come in and perform the yearly renewal of the library card. At the time of renewal, all patrons must provide any necessary paperwork, pay all fines on the card and any fines owed by minors that the patron has signed responsibility for.

## Circulation Policy:

All patrons must present the patron's own physical or digital library card to use the services of the Carthage Public Library. If the library service does not require a library card (including but not limited to using reference services, using express computers, looking at materials inside the library), a library card will not need to be presented for usage. If the patron is a minor, the minor's signed parent/legal guardian may present the card without the patron present. If the patron has been granted Homebound Status, the patron's proxy may present the card without the patron present. If the patron's card has been lost or stolen, the patron may purchase a new card for \$2.00, or physically come to the main Circulation Desk at the library to acquire a digital card.

## Checkouts Allowed:

**Adult –** 20 items per person.

**Juvenile –** 10 items per person. Juveniles cannot check out DVDs or Parent Teacher Books.

**Temporary/**

**Probationary –** 2 items per person. Temporary/Probationary cannot check out equipment of any kind.

## Material Holds:

A limit of 10 materials may be placed on Hold through the Missouri Evergreen Consortium, which includes the Carthage Public Library.

## Loan Periods and Renewals:

**DVDs and Blu-Ray Discs –** 14 days, No Renewals

**All Other Materials -** 14 days, 1 renewal if the item has no pending hold requests

## Fines:

**DVDs and Blu-Ray Discs -** \$1.00 per day per item, not to exceed \$10.00 per item, or the price of the item, whichever is less.

**Makerspace Items -** \$1.00 per day per item, not to exceed \$10.00 per item, or the price of the item, whichever is less.

**All other materials -** 25¢ per day per item, not to exceed \$10.00 per item, or the price of item, whichever is less.

Library users will not be able to check out materials, use technology, or use other library services if they owe more than \$2.00 in fines or fees. If the patron is the signed parent/legal guardian of a minor, they may have library privileges suspended until the child's account is also \$2.00 or less.

## Damaged or Lost Materials:

### Items belonging to the Carthage Public Library:

If an item is damaged, Administrative Staff will determine appropriate charges. For any items lost, stolen, or determined to be damaged beyond repair, the patron will be charged the replacement cost, plus a \$10.00 processing fee. If a lost/stolen item belonging to the Carthage Public Library has been paid in full, and is returned in acceptable condition, within 3 months of the payment, the borrower will be refunded the amount paid, minus the \$10.00 processing fee.

### Items belonging to other libraries, institutions, or the Missouri Evergreen Consortium libraries:

Patrons are liable for any fees billed by the lending library for lost, unreturned, or damaged items. The Missouri Evergreen Consortium will not issue refunds for any lost items that are paid for and later returned.

Long overdue items or large fines may be turned over to a collection agency to recover lost items or monies. Any fees charged for this service may be charged to the patron's account. Failure to return library materials may result in prosecution for theft under the Missouri Revised Statutes, sections 570.200 and 570.210

## Photocopy and Printer Fees:

All payments for copies, print services, and faxes, are non-refundable. Patrons must pay for all printouts and copies. Library staff is not responsible for the content and quality of the copies. Assistance with copies may be available. Any special paper must be approved by library staff.

Black & White –25¢ per sheet

Color – 50¢ per sheet

## Fax Fees:

If staff determine that faxed materials need to be reformatted in order to pass through the fax machine, patrons will incur the cost of photocopying the materials.

**Outgoing faxes** cost 50¢ per minute.

**Incoming faxes** cost 25¢ per page.

Incoming faxes will be held for 30 days, and will be destroyed if not picked up.

## Replacement of Lost/Damaged Borrower Cards:

The first library card that is issued to a patron is free. If the card is lost or damaged, the patron must come to the main circulation desk at the Carthage Public Library. They may purchase a new card for \$2.00, or library staff may be able to issue a digital replacement. Cards may only be issued to the cardholder, the homebound proxy, or the minor cardholder's signed parent. Staff may require verification of identity.

## Reference and Genealogy:

If large requests are made, or need to be sent via non-electronic means, fees and postage may apply.