



# ***Library Card and Circulation Policy***

## **A. Eligibility for Library Cards**

1. **Resident**: For purposes of a library card a resident, adult or minor, will be considered someone who owns real property or lives in Marion County. A resident can be issued a library card at no charge.
2. A valid state issued photo identification and either a) proof of current local address or b) proof of property ownership in Marion County are to be presented at the time of application for a library card.
3. A minor/dependent may receive a library card. However, the minor/dependent's parent or guardian must have a valid Marion County library card and be physically present at the time of card application. The parent/guardian is financially responsible for materials borrowed by a minor or dependent. The parent/guardian is responsible for viewing and approving content the minor/dependent checks out on the minor/dependent's card.
  - a) **No one under the age of eighteen (18) will be allowed to check out movies categorized or labeled as R or NR, with the exception of JUV NR**
4. **Non-Resident**: A person living outside Marion County must pay an annual fee equal to the non-resident fee charged by the library in their county, or \$30 whichever is less. The fee must be paid before a library card will be issued.
5. **eCard**: eCards may be obtained by completing the online application form found on the library website under the eCard Application tab. This card allows patrons to use online services only. eCard numbers will be sent via email to patrons after activation.

## **B. Patron Responsibilities**

A library patron is responsible for:

1. Notifying the Library of any change in mailing address, telephone number, or other relevant information.

2. The careful use of all library materials and for returning all materials on or before the due date.
3. Viewing and approving all material checked out on their card as well as their minor/dependents card. See section A. Eligibility for Library Cards, 3. a).
4. Payment of all fines or charges for overdue materials and for replacement costs of lost or damaged materials unless the card has been reported lost or stolen.

### **C. Circulation Limits, Fines, and Fees**

When a patron, because of habitually late items, frequent telephone disconnects, or address changes, is deemed by the head librarian to be a high risk, that patron may be restricted to a lesser amount of circulation items.

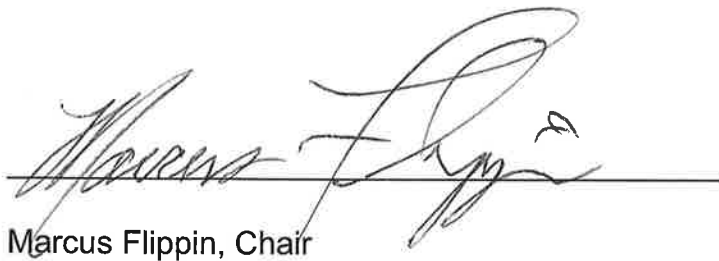
Circulation limits: 20 item checkout limit per person, 50 item checkout limit per family

Fines: one (1) day of grace, \$.25 cents per day, per item – not to exceed \$5 per item

Fees: See section A Eligibility for Library Cards, 1. Resident and 4. Non-Resident

### **D. Suspension of Privileges**

When materials are lost or stolen by a patron or a patron owes fines, in an amount determined by the head librarian, the patron's library-use privileges may be suspended until fines or replacement charges are paid.



Marcus Flippin, Chair