

**POLICY: LIBRARY CARDS****Approved: June 27, 2023**

The Webster County Library (WCL) offers a library card to adults 18 and over. A library card can be issued to a minor (5 to 17 years of age) with a parent or legal guardian's signature. Parent or legal guardian must have a WCL library card in good standing prior to issuance of a minor's card. A parent or legal guardian must sign the minor's application, indicating that the parent or guardian is responsible for all engagement with the library including use of electronic resources (computers, the internet, wi-fi, downloadable e-content, databases, etc), physical materials (print, audio, and video), and program attendance. Furthermore, a parent or guardian is responsible for the selection, usage, and return of all materials assigned to a minor's card.

**Patron Classifications****1. Residents**

The Webster County Library District includes all of Webster County with the exception of the Seymour Community Library District. For the purposes of this policy, the Resident classification will include all Webster County residents or property owners, including those in the Seymour Community Library District. Upon proof of identity and residency, with a completed library card application, residents of the WCL district may be issued a library card free of charge and are entitled to all services provided by the WCL. Those not residing in Webster County but owning property herein, must provide proof of property tax payment.

**2. Non-Resident**

Currently, WCL allows residents of counties bordering Webster to receive a card with the same application requirements as the Resident classification. Those counties include Christian, Dallas, Douglas, Greene, Laclede and Wright. The library has no non-resident card option available for those living outside of these areas.

**3. Institutional**

For a card to be issued to an adult or childcare facility, or similar institution in the WCL District, the application must be signed by an individual who has the authority to take financial responsibility on behalf of the institution for items checked out on the card (e.g. director or owner). One card will be issued for the facility and that card must be presented for service to ensure the security of materials checked out to the card.

#### 4. Computer Visitor Pass

A Computer Visitor Pass may be issued to those 18 years or older for use of library computers or wi-fi. Proof of identity will be used by staff to verify the age of visitor and that the guest does not already have a WCL library card. The issuance of a Computer Visitor Pass is not intended to provide permanent computer access. Those requesting guest passes frequently will be asked to apply for a library card.

#### **Proof of Identity & Residency**

Any applicant for a library card must present a photo ID and another form of address verification (e.g. a bill or rental agreement). The requirement of the presentation of a photo ID and/or proof of residency may be waived at the discretion of the Library Director.

#### **Miscellaneous Library Card Information**

##### 1. Lost and Damaged Materials

Patrons are responsible for the cost of replacement of any lost materials.

Patrons are responsible for the cost of repair or replacement of any material returned with damage not resulting from normal use.

When lost or damaged items are part of a set, the cost for replacing the complete set may be charged if the library is unable to replace the particular item individually.

The cost is determined by the price of the specific damaged item.

Patrons who return items with evidence of insects that are known to be damaging to library materials or that can result in pest infestation may be billed following normal procedures for damaged items. The library reserves the right to suspend borrowing privileges in these situations.

##### 2. Lost or Stolen Cards

If a card is lost or stolen the patron is responsible for all items borrowed up until the card is reported lost. A replacement fee is charged to replace a lost or stolen card.

##### 3. Overdue Library Materials

The library does not charge fines for overdue materials.

Borrowing privileges may be suspended and a patron may be billed for the replacement cost of item(s) when materials are excessively overdue. If borrowing privileges are suspended due to overdue material, privileges will be reinstated upon the return of the material or upon full payment for the replacement of the material.

#### 4. Suspension of Borrowing Privileges

WCL reserves the right to suspend the borrowing privileges of any patron with an outstanding bill for lost or damaged material, violating the library's patron code of conduct or falsifying account information.

#### 5. Missouri Evergreen Consortium

WCL is a member of the MO Evergreen Consortium and as such will not issue a library card to any individual with an outstanding balance owed at any other MO Evergreen library. Once the balance owed is remedied a library card can be issued.