



LIBRARY CARD AND CIRCULATION POLICY

While the public is welcome to use library services in the library during regular hours, borrowing of library materials is restricted to holders of a Marion County Library card.

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/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 minor/dependent checks out on minor/dependent's card.
4. Non-resident: A person living outside Marion County must pay an annual fee determined by the Library Director before the library card will be issued.
5. Temporary Cards: Every card is initially issued as a temporary card, with checkout limitations as determined by the Library Director, and will be converted to an established card after one month or three checkouts and returns, whichever event occurs last. Temporary Cards will expire after three months if not converted to an established card.
6. E-Cards: E-cards may be obtained by completing the online application form found on the library website under the e-card tab. This card allows patrons to use online services only. E-card numbers will be sent via email to patrons after activation.
7. Card Renewal: An established card will expire in one year, but will be renewed for another year upon verification of personal information by the cardholder and payment of the fee, if appropriate. A temporary card never converted to an established card will expire after three months.



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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/dependants card. **THAT IS NOT THE RESPONSIBILITY of the LIBRARY STAFF**
4. Payment of all fines or charges for overdue materials and for replacement cost of lost or damaged materials unless the card has been reported lost or stolen.

C. CIRCULATION LIMITS, FINES AND FEES:

The director shall determine circulation limits, fines and fees.

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

D. SUSPENSION OF PRIVILEGES:

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

A handwritten signature in blue ink that reads "Linda Ramos".

Linda Ramos, Chair