**Circulation Policies**

**BORROWING PRIVILEGES**

 All borrowers must be registered and must have a valid patron card to borrow library materials. Any resident of Cedar County may apply for a library card at El Dorado Springs or Stockton. New applicants who do not reside in Cedar County will be asked to pay a $10.00 yearly out of county fee. Applicant will be asked to provide a photo ID and to provide proof of residence in the form of a personally addressed mailed document processed by the United States Postal Service current within the past 60 days. Proof of residence may also be in the form of an electronic billing document that includes address and is within the past 60 days. (Rev 10/18/13) Children under the age of 16 must have parent or guardian sign the application. The first-time borrower may borrow two (2) items. After he brings back the two (2) items he may check out more. The staff may limit the number of items checked out for due cause.

  **Visitor/Temporary Cards**

1. A visitor/temporary card may be issued to a non-resident visiting Cedar County for a limited time, upon payment of $5.00. The card expires at the end of six (6) months. A card may also be issued for the period of one year for $10.00.
2. The visitor must provide proof of permanent address in addition to the temporary local address.
3. People residing in Cedar County in group homes, shelters, etc. must provide a letter from the group home, shelter, etc. on letterhead stating that they are residing at that location before they will be granted a temporary card. The letter will be attached to the paper application. The card will expire at the end of six (6) months.
4. A maximum of two (2) items may be checked out at any one time on a visitor/temporary card. The card can be used to access the computers.

If a patron loses their library card, they should notify the library as soon as

possible and request a replacement at the current fee of a new card. Patrons are required to pay $1.00 for replacement cards. All patrons, adult and juvenile, are expected to bring their library cards with them if they intend to check out items. An individual who repeatedly ignores this requirement may be denied the privilege of checking out materials until he presents his card at the library.

**A. The Responsibilities**:

* The patron acknowledges that he is responsible for all materials checked out of the library.
* The patron should return items promptly to cut the expense of overdue notices and to make materials available to others
* The patron will pay any fines or charges he incurs.
* The patron understands that they are responsible for any damage that may occur to their equipment while using the library’s materials, i.e., DVD’s or CD’s.
* The patron agrees to comply with all copyright laws regarding all library materials.
* The patron acknowledges that he is legally responsible for any materials checked out by his minor children.
* Patron will pay for damaged items according to replacement costs.
* The patron understands that the library will call or notify by mail within one (1) month after due date and will invoice the material two (two) months after due date.
* Patron will be denied borrowing privileges until overdue material is returned or paid for.
* The patron understands renewed material may be recalled if another patron has

requested it.

 **B. Loan Periods**

* Books may be checked out for three weeks and may be renewed twice if there is not a waiting list for the title.
* Audiobooks may be checked out for three weeks.
* DVD’s may be checked out for one week.
* Reference books do not circulate. Upon request, some reference materials may be checked out overnight.
* Current issues of periodicals do not circulate.
* Non-current periodicals may be checked out for three weeks and may be renewed.
* Interlibrary loan books are due the date indicated by the lending library.

 The director may establish the loan period for special collections, materials which are temporarily in great demand, such as for student projects, or materials added to the collection which are in a new format. A patron is limited to borrowing twenty (20) items at one time, with one exception—two items on a subject is the limit for known school assignments.

**ADOPTED: REVISED: 03/12/2020**

**C. Interlibrary Loan**

 Because of limited budget and space, the library cannot provide all materials that are requested. Therefore, interlibrary loan is used to obtain from other libraries those materials that are beyond the scope of this library's collection. In return for utilizing interlibrary loan to satisfy the needs of our patrons, the Cedar County Library District agrees to lend its materials to other libraries through the same interlibrary loan network, and to make an effort to have its current holdings listed in a tool that is accessible by other libraries throughout the state. Other libraries requesting books from CCLD will be charged $2.00 per item to help defray the cost of postage.

A patron may request up to 3 items on interlibrary loan. The books are free if delivered and sent back by courier. If it comes by mail, there is a postage charge to send it back. Failure to pay fines or return ILL materials will result in the loss of library privileges.

# State Historical Society Interlibrary Loan (ILL) Service

The State Historical Society of Missouri's collection is non-circulating; however, an interlibrary loan (ILL) service makes microfilm available to patrons who cannot visit one of SHSMO's research centers (Cape Girardeau, Columbia, Kansas City, Rolla, Saint Louis, or Springfield). SHSMO's circulating microfilm collections include:

newspapers

* manuscripts
* selected high-demand county history books
* city and county directories
* land ownership maps
* periodicals

**Fee**
*1-2 reels, two weeks use*

* $15 within US
* $25 international

To cover postage and handling costs, SHSMO charges **$15.00** to **$25.00** (US) per interlibrary loan transaction depending on your membership status, location and billing requirements of your local library. This cost will be passed to the patron.

 **D. Reserves**

 Reserves may be placed by patrons either in person, over the phone, or online.

 Patrons will be notified by telephone or email when the materials are available. There is no charge to the patron for placing a reserve.

 **E. Fines and Fees**

 Fines are ten cents ($0.10) per day per item for overdue materials. A first notice is sent after the material is due. If the material is not returned within a designated period, a bill will be sent for the material with the cost of replacement of the material. Patrons who have been sent an overdue notice will be denied borrowing privileges until those overdue materials are returned or paid for if lost and/or damaged.

1. Overdue notices are sent as a courtesy. Failure to receive an overdue notice does not relieve the borrower of the responsibility to return or renew an item by its due date and is **not** the cause for the cancellations of fines.
2. The first notice will be sent via email, postcard, or telephone with the total replacement costs. The accounts will be blocked. Fines are ($0.10) per day per item up to a maximum the replacement cost of the item(s).
3. Parents of children under 16 will receive their child’s notice and are responsible for payment.
4. After 10 days of no response, certified letters with return receipts will be sent to patrons.
5. After 60 days of no response, the materials will be deleted from the system, the amount billed to the account, and all the documentation given to the prosecuting attorney for those who have at least $50 in replacement costs for at least 30 days.

Application for Library card for Cedar County Library

To apply for a card, you must have current photo ID and current proof of address

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ County:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address:(NO PO BOX) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_City and ZIP:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Birth:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Do you wish to be notified by email about materials, charges, etc.? YES NO

If under 16, responsible party over the age of 18 must ALSO sign below.

Use of all Cedar County Library District facilities, property, items, materials, information, by volunteers and staff is at your own risk. I do hereby release for myself, my executors, administrators, agents, assigns, and dependents the Cedar County Library District from all claims of damages, demands, and any actions whatsoever, including those based on negligence, in any manner arising out of my participation in the Cedar County Library District. I understand that this release means that, among other things, I am giving up my right to sue for any such losses, damages, injury, or costs that I may incur.

I represent and certify that my true age is either 16 years old or, if I am under 16 years old on this date, my parent or legal guardian has read and signed this form. I have read this entire release, fully understand it, and I agree to be legally bound by it.

The user/use permit holder agrees to hold harmless the Cedar County Library Board for any injury or damages to the person or property of any person in the use of said premises or incurred during users/use permit holder’s use of said premises and to defend that users/use permit holders’ expense, any legal action that may be brought against the Cedar County Library Board, the City of Stockton, the City of El Dorado Springs or its agents, officers, board members or employees for the personal injury and/or property damage during the period of use.

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature of responsible party if under 16

