

Camden County Library District Policy Manual

Section 2. Operating Policies

Subsection 2. Use of the Library and Library Card Applications

Who may apply for a library card?

1. Residents of Camden County. Children 5 and older who can sign their name may apply for a card with a parent's/guardian's signature.
2. Non-residents who pay property taxes within the county.
3. Residents of counties adjoining Camden County who do not reside in a library district using the Missouri Evergreen consortium. Missouri Evergreen consortium cardholders may use their home library card.
4. Temporary summer residents with a motel/hotel or general delivery address or living with relatives may purchase a one-year library card for \$30 have the same privileges as residents. The card is valid for one (1) year.
5. Individuals who reside in homeless shelters or safe houses may have a free temporary card with access to public access computers and are allowed to check out three books/items at a time. This restriction is removed once they can show permanent residence in Camden County.

Patrons who have had library cards at any Missouri Evergreen library and have relocated to Camden County must have all fines and fees paid off at their old library before Camden County Library District will issue a new card.

Library cards are issued at the time application is made at any of the library district's branches or the headquarters library. The application must include complete, accurate, and current mailing address, phone number (if the applicant has a phone), and birth date. If the driver's license does not match the address given, then the individual is required to provide some proof of mailing address, such as a utility bill with the address given. The library card is to be kept by the patron who assumes full responsibility for it and presents it at the desk when the material is being checked out.

Patrons may check out 3 items at the time application is made for a card. On subsequent visits, any amount may be checked out.

A parent or guardian's signature is required on the library card application for library users age 5 through 17. The parent or guardian thereby assumes responsibility for any library material lost or damaged by that individual. Parents must sign the following statement. "As the parent/legal guardian of my child, I grant access to the full collections of Camden County Library District,

including online materials. Library staff does not supervise children. District personnel does 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 their children on their cards. This statement is required by 15 CSR 30-200.105 Missouri State Regulations.”

Library cards are issued for one year. At the end of that time, the card will be updated if it is in satisfactory condition.

If a library card is lost, a \$0.50 fee will be assessed for the replacement. Cards that become worn to the point that they are no longer usable will be replaced free of charge. **Patrons may not check out any additional materials if their account has more than \$20 due.**

Anyone living in the same household with a person who owes more than \$20 is also denied privileges. When someone has overdue or billed items, they may NOT use the card of a spouse, sibling, child, parent, or another resident of the same household to check materials out.

Limitations may be placed on the number of items on the same topic or by the same author, particularly at times of peak demand for said materials.

Every library user’s right to privacy will be strictly upheld. Under no circumstances will information from application cards or circulation records be available to anyone but library staff unless a subpoena is presented by law enforcement.

Patrons are normally required to have their library card or driver’s license in order to check out books/materials or to use public access computers. If a staff member recognizes a long-time patron, the use of a driver’s license or library card may be waived if their account is in good standing. This is at the discretion of the individual staff member.

Missouri Evergreen consortium library cardholders have full CCLD (Camden County Library District) library privileges if their library cards are in good standing. **Fines and fees must be cleared at their home library before being allowed circulation privileges at CCLD libraries.**

It is presumed that parents of minors from Missouri Evergreen consortium libraries have signed consent to access the full collection of their home library to comply with 15 CSR 30-200.015 Missouri State Regulations.