**SEYMOUR COMMUNITY LIBRARY**

**SUBJECT: Circulation SECTION: Library Administration**

**BOARD APPROVED: 12/2021**

**POLICY**

1. **Patron Classifications**
2. **Residents of the Seymour Community Library (Sey-CL) Service Area (Webster County)**

Upon proof of identity and residency, residents of the Sey-CL service area may be issued a library card free of charge and are entitled to all services provided by the Sey-CL. A library card can be issued to a minor (birth up to 18 years of age), providing a parent or legal guardian signs the minor’s application, indicating they are responsible for the computer usage and selection and return of library materials assigned to that card.

1. **Owners of Property/Businesses Located in the Sey-CL Service Area Who Do Not Reside in the Sey-CL Service Area**

Any person residing outside the Sey-CL service area but owning a business and/or property and paying taxes within the Sey-CL service area may receive a library card free of charge upon proof of tax payment and identity and will be entitled to the same services as residents of the Sey-CL service area.

1. **Reciprocal Patrons**

Sey-CL will provide service to the residents of any tax-supported library district in the state of Missouri. All service privileges (except interlibrary loan, mail service, homebound delivery and certain online resources) will be extended to reciprocal patrons.

1. **Non-Resident Patrons**

Non-resident patrons are individuals who reside within the state of Missouri but outside any tax-supported library district. Sey-CL library cards are not issued to patrons who do not have a Missouri address unless they are owners of a property/business located in the Sey-CL service area, as in A2, above. A non-resident user fee will be collected from non-resident patrons upon proof of identity and residence and after completing a library card application. Annually, upon the anniversary date of the issuance of the card, the card may be renewed with the payment of the non-resident user fee. A valid non-resident card entitles the patron to receive all service privileges afforded to reciprocal patrons.

1. **Temporary Addresses**

Individuals residing outside the Sey-CL service area, visiting friends or relatives within the service area, will not be issued a card unless the visitor meets the requirements for Reciprocal or Non-Resident patron classification. If an individual has an address within the Sey-CL service area which reflects a temporary housing arrangement, a library card may be issued upon proof of identity, completion of a library card application, and arrangements made through the Director or designee

1. **College Students**

Students attending educational institutions located within the Sey-CL service area may be issued a borrower’s card and will receive the same services as residents of the Sey-CL service area. A student attending a Missouri educational institution outside the Sey-CL service area will be considered either a Reciprocal, Non-Resident, or Resident patron, depending upon the student’s permanent address.

1. **Adult and Child Care Facilities in the Sey-CL Service Area**

Staff members of an adult or child care facility located within the Sey-CL service area wishing to borrow materials may use their personal Sey-CL library cards, or a Sey-CL card issued to the facility. For a card to be issued to an adult or child care facility, an 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). Lost or damaged materials will be billed to the facility for items borrowed on the facility card. Staff members will be billed for items borrowed on their personal cards.

1. **Public and Private Elementary and Secondary Schools in the Sey-CL Service Area**

Schools located within the Sey-CL service area may facilitate the accessibility of library materials to students in three ways:

I. An individual student may use his/her personal library card to borrow materials.

II. An individual teacher may use his/her personal library card and assume responsibility for any lost or damaged materials.

III. Schools may be issued school or classroom library cards if authorized school personnel permit the school to assume organizational responsibility for any lost or damaged materials.

**B. Proof of Identity & Residency**

Any applicant for a Sey-CL library card must present a photo ID with the applicant’s current address or a photo ID paired with another form of address verification (e.g. a bill or rental agreement). Upon proof of identity and residency, a card will be issued to the individual. When working with an established school or child care center on a formal, organized library card drive, the requirement of the presentation of a photo ID and/or proof of residency may be waived. A signature of a parent or guardian is still required. The photo ID requirement may be waived at the discretion of the Director or designee, if a hardship is observed.

**C. Other Policies**

1. **Damaged Materials**

Damaged materials are defined as any item that has been damaged in such a way that the item is no longer able to remain in the collection and be circulated to other patrons.

Damaged items are any item that has been defaced, torn, has missing pages or parts, has been chewed, ripped, mangled, has been subject to water or liquid spillage or has become moldy or warped and cannot be repaired for circulation.

Patrons are responsible for the cost of repair for any material returned with damage not resulting from normal use. When items are damaged and are part of a set, the cost for replacing the complete set may be assessed if the library is unable to replace the particular damaged item individually. The cost is determined by the price of the specific damaged item, as recorded in the library’s computer system database. After payment is made, the patron may keep the damaged item.

1. **Lost Materials**

Lost materials are defined as any item unable to be found by the patron and returned to the library for further circulation. Items are considered lost if not returned by four weeks past the last due date.

Patrons are responsible for the cost of replacing lost materials. When items are missing from a set, the cost for replacing the complete set may be assessed if the library is unable to replace the particular lost item individually. The cost of replacement is determined by the price of the specific lost item, as recorded in the library’s computer database.

After a lost item has been paid for by the patron, the patron owns the item and no refunds will be given to the patron.

1. **Suspension of Borrowing Privileges**

Seymour Community Library reserves the right to suspend the borrowing privileges of any patron with an outstanding bill for lost or damaged material.

1. **Overdue Library Materials**

Overdue library materials are defined as any item that has not been returned by its due date as defined by the original checkout date of the item. As long as the item gets returned, 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 the item(s) when materials are excessively overdue. If borrowing privileges are suspended due to overdue materials, privileges will be reinstated upon the return of the material or upon full payment for the replacement of the material. Patrons with overdue items, the value of which exceeds an amount determined as excessive by Sey-CL, may be referred to a collection agency for either return of the materials in acceptable condition or payment for replacing the materials. Failure to return library materials may result in prosecution for theft under the Missouri Revised Statutes, sections 570.200 and 570.210.

1. **Americans with Disabilities Act/Accommodations for Borrowing Library Materials or Requesting Information**

Residents of the Sey-CL service area with a disability covered under the Americans with Disabilities Act can request arrangements for reasonable accommodation for the delivery of information services or borrowed materials. See also Policy “Americans With Disabilities Act Policy”.