

DANIEL BOONE REGIONAL LIBRARY

SUBJECT: Circulation

ADMIN 2-670

BOARD

SECTION: 600 – Library Administration

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POLICY

A. Patron Classifications

1. Residents of the Daniel Boone Regional Library (DBRL) Service Area

(Callaway County and Boone County, with the exception of Centralia.)

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

The City of Centralia (in Boone County) maintains a separate library district and is not part of the DBRL service area. Residents within the corporate limits of the City of Centralia (as those corporate limits were defined as of October 13, 1965) are considered Reciprocal Patrons (see classifications listed below).

2. Owners of Property/Businesses Located in the DBRL Service Area Who Do Not Reside in the DBRL Service Area

Any person residing outside the DBRL service area but owning a business and/or property and paying property taxes within the DBRL 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 DBRL service area.

3. Reciprocal Patrons

DBRL 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 as specified in the DBRL Circulation Procedures) will be extended to reciprocal patrons.

4. Non-Resident Patrons

Non-resident patrons are individuals who reside within the state of Missouri but outside any tax-supported library district.

DBRL 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 DBRL service area, as

in A.2., 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 as specified in the DBRL Circulation Procedures.

5. Temporary Addresses

Individuals residing outside the DBRL 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 DBRL 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 a Circulation Manager, Circulation Manager designee, Callaway County Public Library Manager or designee, or Southern Boone County Public Library Manager or designee. (Examples of temporary housing are listed in the DBRL Circulation Procedures.)

6. College Students

Students attending educational institutions located within the DBRL service area may be issued a borrower's card and will receive the same services as residents of the DBRL service area.

A student attending a Missouri educational institution outside the DBRL service area will be considered either a Reciprocal, Non-Resident, or DBRL resident patron, depending upon the student's permanent address.

7. Adult and Child Care Facilities in the DBRL Service Area

Staff members of an adult or child care facility located within the DBRL service area wishing to borrow materials may use their personal DBRL library cards or a DBRL card issued to the facility. For a card to be issued to an adult or child care facility, a written request must be submitted to the Circulation Department and 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.

8. Public and Private Elementary and Secondary Schools in the DBRL Service Area

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

- i. An individual student may use his or her personal library card to borrow materials.

- ii. An individual teacher may use his or 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 DBRL 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.

Library cards may be mailed to applicants who provide a photo ID but who do not have a way to verify their current address. Items may also be held up to three (3) days so that the applicant can return with an acceptable form of identification verifying his or her identity and current address.

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.

C. Other Policies

1. Damaged Materials

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.

2. Lost Materials

Patrons are responsible for the cost of replacement of any 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 system database.

3. Suspension of Borrowing Privileges

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

4. 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 the item(s) when materials are excessively overdue according to criteria specified in the Circulation Procedures. 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.

Patrons with overdue items, the value of which exceeds an amount determined as excessive by DBRL, 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.

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

Residents of the DBRL 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 2-625 (Americans With Disabilities Act Title II Policy).