



# Library Card Application

Please complete for the cardholder. A phone number and/or email is required for notification. Postal mail is sent only when fines are due and when items are lost or damaged.

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Street Address (if different): \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

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

## Library Cardholder Agreement

- I accept responsibility for all items checked out on my card.
- I agree to pay fees or fines for any items lost, damaged, or returned late.
- I agree to inform the Library of any changes to my contact information.
- I understand I must have my library card to borrow materials.
- I agree to follow all Library policies.

→ SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

## For Parents/Guardians of Applicants under 12

As the parent of guardian of the child listed above, I accept responsibility for all items checked out on my child's card; my child's use of the Library and all its resources; and payment for late, lost, or damaged materials.

→ PARENT/GUARDIAN: \_\_\_\_\_ DATE: \_\_\_\_\_

Staff Use Only:

\_\_\_\_\_

**Plain, Public Library District**  
**Patron Policy**  
**Book Checkout Policy**

- New patrons have an introductory period of two months. During this time, new patrons have access to 5 library items. After the introductory period is completed without lost or damaged items, the checkout limit increases to 20 items at one time including 5 DVDs. Lost or damaged items during introductory period may lead to an extension of the introductory period and limited number of checkouts.
- Checkout period for new books and DVDs lasts 14 days. All other materials are checked out for 28 days. Items may be renewed two times.
- Children ages 8 to 12 are allowed 5 items at one time. Children ages 12 and up are allowed 20 items.

### **Library Cards**

- Patrons must prove residency before receiving a new library card. A temporary card can be issued without proof of residency with a \$50 returnable deposit.
- A parent or legal guardian must first successfully complete the introductory period before children under the age of 18 may apply for a library card of their own.

### **Overdue Policy**

- Library materials become overdue at closing time of the due date. A late fine of 10 cents per day is charged for each item. A late fee of \$1 per item per day is charged for overdue interlibrary loan items.
- When fines reach \$10, the account will be blocked and privileges suspended until account is satisfied.
- A reminder letter will be sent when an item is more than a week overdue.
- At the end of 120 days overdue, the costs associated with replacing the item will be billed to the account.

### **Damaged Items**

- Please report damaged items to the library staff. We understand that accidents happen and most minor damages can be mended before the item becomes unusable.
- The library director will assess charges for major damage when necessary.

## **Appropriate Patron Conduct**

- Patrons have a right to enjoy a pleasant, safe, and respectful library atmosphere
- For the safety of patrons, no sleeping is allowed in the library.
- Headphones must be used to avoid disturbing others.
- Avoid blocking aisles, exits, or access to library materials.
- Abuse of staff will not be tolerated and result in being asked to leave.

## **Children in the Library**

- Children should use the library under the guidance of a responsible caregiver. Caregivers are responsible for children's use of library resources and facilities. Staff will not censor what children view or check out.

## **Notes on the Code of Ethics of the American Library Association and Library Bill of Rights**

- We uphold the principles of intellectual freedom and resist all efforts to censor library resources.
- We protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted.
- We distinguish between our personal convictions and professional duties and do not allow our personal beliefs to interfere with fair representation of information resources.
- Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
- Library meeting space and exhibit space shall be made available to the public, regardless of the beliefs or affiliations of individuals or groups requesting their use.

*Policy approved on August 10, 2023, by the Plains Library Board Updated 2/29/24*