



# LIBRARY CARD AND CIRCULATION POLICY

The resources of the Marion County Library are administered as a public trust by the Marion County Library Board. The public is welcome to use library materials in the library during regular hours, but borrowing of library materials is restricted to holders of a Marion County Library card.

## A. ISSUING LIBRARY CARDS

1. Residents: For purposes of a library card, residents, adult and minors, will be considered someone who own real property, lives, works, or attends school in Marion County. Residents will be issued a library card at no charge
2. A valid photo identification and proof of address or proof of property ownership in Marion County are to be presented at the time of application for a library card
3. A parent/guardian must take financial responsibility for materials borrowed by a minor or dependent and provide photo ID and address verification.
  - a. Cards will expire in one year from the date of issue, but will be renewed for another year upon verification of personal information by the cardholder.
4. Non-residents: Persons living outside Marion County must make application, furnish valid photo identification, furnish proof of address, and pay an annual fee determined by the Library Director before library card will be issued. These cards will be stamped 'NON-RESIDENT'.
  - a. Cards will expire in one year, but will be renewed for another year upon verification of personal information by the cardholder and payment of the fee.
5. Institutional Cards: Businesses, organizations, etc. may be issued an institutional library card upon making application, and by an authorized person signing the card. By such signature, the entity agrees to assuming responsibility for materials checked out by someone within the entity.



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**B. REPLACEMENT OF LIBRARY CARD:** Worn-out or damaged cards will be replaced at no charge, upon surrender of the old card. Lost or destroyed cards will be replaced upon paying a replacement fee determined by the director.

**C. PATRON RESPONSIBILITIES:**

A library patron is responsible for:

1. Notifying the library of any change in mailing address, telephone number, or other relevant information.
2. The careful use of all library materials and for returning all materials on or before the due date.
3. Payment of all fines or charges for overdue materials and for replacement cost of lost or damaged materials unless the card has been reported lost or stolen.

**D. CIRCULATION LIMITS, FINES AND FEES:**

The director shall determine circulation limits, fines and fees.

1. When a patron, because of habitually late items, frequent telephone disconnects or address changes, is deemed by the director to be a high risk, that patron may be restricted to a lesser amount of circulation items.

**E. SUSPENSION OF PRIVILEGES:**

When materials are lost or stolen by a patron or a patron owes in fines in an amount determined by the director, the patron's borrowing privileges may be suspended until fines or replacement charges are paid.

Adopted by the Marion County Library Board  
May 03, 2018

A handwritten signature in blue ink that reads "Judith R. Bearden".

Judith R. Bearden, Chair

05/03/18