

## Application for Library Card Policy

1. Anyone may apply for a library card from the Morton-James Public Library by presenting a photo ID and proof of current address. Applicants under 16 years of age must have a parent or guardian's signature on file.
2. An applicant (16 and over) will be asked to provide proof of current address by the following means:
  - a. A driver's license, state ID, checking account, rental agreement, utility receipt (power company, gas company, cable, satellite or fiber optic company, garbage service, telephone receipt), or vehicle registration. If the applicant cannot provide proof of their current address, offer to mail them a postcard which they can bring back to the Library as proof of their address.
  - b. Staff reserves the right to verify the information before issuing a library card.
  - c. To complete the verification process, new library cards will be mailed to the address provided.
3. Members may only check out two (2) items until the permanent library card is presented.
4. All library card applicants are required to share their name, mailing address (and address of residence if different), phone number, and email if applicable. A photo of the applicant will be required as part of the application process. The library member is asked to inform the library of any change of address or contact information.
5. A signature on the library card indicates that the member agrees to abide by the policies of the Morton-James Public Library. The member is responsible for all materials borrowed.
6. A signed statement of responsibility by a parent or legal guardian of children under 16 indicates that the parent or legal guardian takes responsibility for their children abiding by the policies of the Morton-James Public Library.
7. A student provisional card will be offered to school aged children under the age of 16 who need or would like to obtain a library account without a parent/guardian's signature.
  - Students must be able to give their full name and all other required account information.
  - A student provisional card has a two (2) item check out limit.
  - The account can be changed to an account with full privileges, once the parent establishes proof of address and signs a statement of responsibility. Rural and out-of-state fees will apply for accounts with full privileges.
  - Fines will apply to a student provisional card. Provisional accounts with overdue fines of more than \$5.00 will be denied account access and checkout privileges until overdue fine is less than \$5.00.
  - If library material is not returned the student will not be allowed to use their student provisional card for one (1) year from the date the replacement fee was assessed.
  - Library material replacement fees will be forgiven on student provisional cards after one (1) year.
8. Library cards are issued for a period of one (1) year.
9. Library accounts can be renewed over the phone if the account is current or has expired within the past 30 days, there are no fines on the account and there is no renewal fee required.

10. Applicants residing inside the city limits of Nebraska City and non-resident members owning city property do not pay for a library card.
11. The Library Director may waive the non-resident fee for volunteers and current and former employees of the City of Nebraska City.
12. Applicants residing outside the Nebraska City limits or out of state may apply for a library card for a fee. All applicants residing at one address will be considered a household.
  - a. Fee for members residing outside the Nebraska City city limits is \$20.00 per household per year.
  - b. Fee for members residing out-of-state is \$25.00 per household per year.
  - c. No refunds or partial refunds will be given for paid library cards.
13. College students attending school outside of the city limits will be considered rural unless Nebraska City is their permanent address.
14. Lost library cards can be replaced for \$2.00. At renewal, if the library card is in bad condition it may be replaced free of charge.

Amended May 8, 2019