

## Application for Library Card Policy

1. Anyone may apply for a library card from the Morton-James Public Library by presenting a photo ID. Applicants under 16 years of age must have a parent or guardian's signature on file.
2. 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.
3. 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.
4. 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.
5. 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 cardholder can check out two (2) items at a time, limited to a maximum of four (4) items on a card at one time.
  - The account can be changed to an account with full privileges, once the parent presents a photo ID and signs a statement of responsibility. Rural and out-of-state fees will apply for accounts with full privileges.
  - A replacement fee will be assessed for lost, destroyed, or damaged material.
  - 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 unless the lost, destroyed, or damaged fee is paid.
  - Library material replacement fees will be forgiven on student provisional cards after one (1) year.
6. Library cards are issued for a period of one (1) year.
7. Library accounts can be renewed over the phone. Rural and out-of-state members renewing over the phone will be assessed an annual renewal fee. All renewal fees and outstanding fees/fines exceeding \$20.00 will need to be paid before a member will be able to checkout or access electronic resources.
8. Applicants residing inside the city limits of Nebraska City and non-resident members owning city property do not pay for a library card.
9. The Library Director may waive the non-resident fee for volunteers and current and former employees of the City of Nebraska City.
10. 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.

11. College students attending school outside of the city limits will be considered rural unless Nebraska City is their permanent address.
12. 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 December 8, 2021