

Circulation Policy

Library Card Eligibility and Requirements

1. Library Cards:

1. **RESIDENTS**-To qualify for a non-fee Library card, a person must reside in the Sedalia city limits, pay property tax to the City of Sedalia, or own a business in the City of Sedalia. Resident cards may be renewed every 3 years.
2. **NON-RESIDENT (in Pettis County)**-Library cards can be issued to individuals living outside of the Sedalia city limits, but in Pettis County, for an annual fee as set by the Board of Trustees (currently \$20). This fee covers individual cards for all members of the household residing at the same address for one year from the date of the payment of the annual fee.
3. **NON-RESIDENT (Outside Pettis County)**-Library cards can be issued to individuals living outside of Pettis County, for an annual fee as set by the Board of Trustees (currently \$25). This fee covers individual cards for all members of the household residing at the same address for one year from the date of the payment of the annual fee.
4. Employees of the Library, Board of Trustees of Sedalia Public Library and Board of Trustees of Boonslick Regional Library are exempt from the non-resident fee. Family members at the same address are also exempt.
5. **Educator library cards** are free to individual teachers (not a school) and home school educators that teach in Pettis County. Normal check-out & renewal periods apply. A maximum of 20 items are allowed to be checked out, but must be for use in the classroom (DVD's are excluded). Checking out personal items is prohibited. The card must be renewed annually, with proof of current teaching status.

2. How to Apply for a Library Card & General Requirements:

1. A patron registering for a Library card must supply the following documentation and information:
 - a. Proof of identification: government issued ID or School ID
 - b. Proof of physical address (if current address is not on ID)
2. The applicant's signature on the registration card is a promise that all information provided to obtain the card is correct, that they agree to abide by all Library policies, and they will notify Library staff of any change of status or the loss or theft of their card.
3. Lost cards can be replaced for a fee of \$1.

4. The patron is responsible for all fees, damages or lost items associated with their library card.
5. To check out materials, a library card is preferred, but if the patron forgets their library card, an alternate form of ID will be accepted, to prove identification.

3. Cards for Minors: (Patrons 18+ are considered an adult)

1. If the applicant is 17 years of age or younger, the application must be signed by the parent or legal guardian. As of June 1, 2023, all minors must have an updated application, signed by a parent or legal guardian, on file in order to check out library materials.
2. A Parent or legal guardian must provide permission for minors to use the internet while at the library. Patrons can become computer users by reading the Computer Use Guidelines.
3. Upon signing for a minor's card, the Parent or legal guardian is accepting financial responsibility of that card.
4. Patrons must be at least 5 years of age or be able to write their name to get a library card.

4. General Circulation Guidelines:

ITEM	LIMITS	LOAN PERIOD
Books, Magazines & Physical Audiobooks	10 *Exceptions made at Director's discretion	3 weeks, with 1 (3 week) renewal allowed
DVD's	5 DVD's	2 weeks (no renewals)
Digital Collection	Libby: 10 Hoopla: 10 borrows per month	Libby: 21 days Hoopla: TV & Movies: 3 days Music: 7 days Audiobooks, Comics, Ebooks: 21 days
STEM Kits	1 kit per adult card	2 weeks, no renewals

- 5. Overdue Guidelines:** Patrons checking out library materials should follow the General Circulation Guidelines above. All library materials should be returned when they are due. In case of inclement weather or emergency

closings, the Library may, at the Director's discretion, allow for a late return of materials.

Fines: As of January 1, 2024, the library will no longer charge fines for overdue materials.

Overdue Items: As a courtesy to our patrons, the library will renew library materials after 3 weeks (exceptions for items on hold or in high demand). DVDs cannot be renewed. The library will make a reasonable attempt to contact patrons about overdue items. *Items that have not been returned after 10 weeks from first checkout will be considered lost. An invoice will be mailed to the patron and a block placed on the account.*

Blocked Accounts: Patrons having overdue items on their account will be blocked from checking out physical or electronic library materials until the items are returned or paid for. All accounts in the household may be suspended at the discretion of the Library Director if one of the accounts has an outstanding bill and no arrangements have been made to pay off the amount. Patrons with a blocked account may still use library services (such as computers).

Interlibrary Loans: When patrons borrow materials from another library, all fine and fee policies for the lending library will be honored. Patrons should be notified of any possible overdue fines/fees upon placing an ILL. ILLs cannot be renewed.

Damaged or Lost Materials: Patrons having library materials that are damaged or lost while in their possession will be charged the current list price for the replacement of each item. The Director may make exceptions as needed.

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