

Circulation Policy

Library Card Eligibility and Requirements-ALL library cards must be renewed annually.

Library Card Eligibility:

RESIDENTS-To qualify for a free 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.

NON-RESIDENT:

- a. **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.
- b. **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.

Educator library cards-free to individual teachers 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.

Minor Cards-(Patrons 18+ are considered an adult)

- c. 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 to check out library materials.
 - d. A Parent or legal guardian must provide permission for minors to use the internet while at the library. Patrons can become computer users by agreeing to the Computer Use Guidelines.
 - e. Upon signing for a minor's card, the Parent or legal guardian is accepting financial responsibility for that card.
 - f. Patrons must be at least 5 years of age or be able to write their name to get a library card.
- 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.

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. When applying for a library card, the applicant acknowledges the following:
 - a. The information provided to obtain the card is correct.
 - b. The patron agrees to abide by all Library policies.
 - c. The patron will notify Library staff of any change of status or the loss or theft of their card.
 - d. Lost cards can be replaced for \$1.
 - e. The patron is responsible for all fees, damages or lost items associated with their library card.
 - f. 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.

General Circulation Guidelines:

ITEM	LIMITS per card	LOAN PERIOD
Books, Magazines & Physical Audiobooks	10	3 weeks, with 1 (3 week) renewal allowed
DVD's	5	2 weeks (no renewals)
Digital Collection	Libby: 10 Hoopla: 10 borrows per month Tumblebooks: unlimited access	Libby: 21 days Hoopla: TV & Movies: 3 days Music: 7 days Audiobooks, Comics, Ebooks: 21 days
STEM Kits	1	2 weeks (no renewals)
Wonderbooks (Talking books)	2	3 weeks, with 1 (3 week) renewal allowed

*Exceptions made at Director's discretion

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.

Renewals: As a courtesy to our patrons, the library will renew allowable materials 1 time. DVDs & STEM Kits cannot be renewed. The library will make a reasonable attempt to contact patrons about overdue items.

Lost Materials: Items that have not been returned 42 days from the overdue date will be considered lost. An invoice will be mailed to the patron. The patron should pay to replace the items or return the items to the library to check out additional items.

Damaged Materials: If an item is returned in a condition that prevents it from being circulated, the patron will be required to pay the replacement cost before borrowing additional materials.

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. A guest pass may be issued to use public computers.

Resource Sharing: When patrons borrow materials from another library, all fine and fee policies for the lending library will be honored.

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

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