

# **Circulation Policy**

## **Library Card Eligibility**

Library cards for the Canton Public Library (hereinafter: Library) are free to all those who live within the city limits of Canton, Missouri, or own property within the city limits.

Canton R-V students, faculty and staff, as well as Culver-Stockton College students, faculty and staff are also eligible for free library cards.

Those who live outside the city limits can purchase a card for an annual fee of \$20 per year per family.

Those who live outside Lewis County may also purchase a library card for an annual fee of \$20 per year per family, but such card does not include access to eBooks, eAudiobooks, or other eMaterials through the Libby App.

Library cards are valid for 3 years from date of issuance. Renewal of card will follow the same procedure as for a new card. Library cards for Canton R-V students will be valid for 1 year.

Cards that have been inactive for more than 5 years will be purged from the Library system.

## **Library Cards for Adults**

Patrons registering for a library card must supply a photo ID (government issued or school ID) and proof of current physical address.

The patron's registration for the library card is a promise that all the information provided to obtain the card is correct, that they agree to abide by all library policies, and that they will notify the Library of any change of address, phone number, or other contact information, or loss or theft of the card.

The patron is responsible for all items checked out on their card.

## **Library Cards for Minors**

Children of any age are eligible for a library card. However, a parent or legal guardian of minor children (under the age of 18) must be present when a card is issued to a minor, and parent must provide a photo ID and proof of current physical address. A parent may not apply for a library card for their minor child in the absence of the minor child.

All Canton R-V students will receive a Library Card Application from the school, which must be signed by a parent or legal guardian and returned to the school.

Responsibility for the selection of reading material of children rests with their parents or legal guardians. Parents who authorize the registration of their minor children for a library card provide consent for their children to access the collections and resources of the Library, including online materials. Parents and legal guardians assume complete responsibility for selection of items, determining appropriateness of items, and charges/fees for items associated with their child's account.

Parents and legal guardians who wish to limit borrowing privileges of Library materials for their minor children may contact the Library Director.

### Circulation of Materials

Patrons are limited to a total of 15 items checked out at one time, 5 of which can be DVDs or Blu-rays.

Most materials have a three-week loan period. Exceptions are DVDs, Blu-rays, and STEAM-to-Go! Kits which have a one-week loan period. Circulation periods may be extended at the discretion of the Library Director on a case-by-case basis.

Library materials are the property of the Canton Public Library and must be returned in the condition in which they were borrowed. Patrons are responsible for paying fees associated with the return of damaged materials.

Circulation privileges will be blocked for patrons with 5 or more items overdue, outstanding long-overdue materials, or billed items.

Materials may be renewed one time. Renewals can be made by patrons by accessing their Library catalog account, calling the Library at 573-288-5279, or e-mailing [cantonmopubliclibrary@gmail.com](mailto:cantonmopubliclibrary@gmail.com) or [libraryassistantatcanton@gmail.com](mailto:libraryassistantatcanton@gmail.com).

All patrons with a valid library card for the Canton Public Library are entitled to borrow from other Missouri libraries and several other states' libraries at no cost through Interlibrary Loan. Interlibrary Loan requests can be made by visiting the Canton Public Library, calling the Canton Public Library, or emailing at the above addresses.

Patrons with a valid library card for the Canton Public Library who reside in Lewis County have access to e-Books, e-Audiobooks, e-Magazines, and downloadable movies via the Libby App.

### Overdue and Lost Library Materials

No fines will be assessed for late materials. However, when materials become more than 2 weeks late, the patron will receive a bill for the replacement of the item. On return of the items in good condition, replacement fees will be waived.

Charges for lost items are set administratively. Library card privileges will be revoked until payment for lost items is received by the Library. If an item is found within 3 months of payment for said item and is in acceptable condition, the patron may request a refund.

Patrons who wish to replace a lost item rather than pay for the item must first contact the Library Director.