

Maxwell Public Library Library Card Policy

Identification

Acceptable forms of identification include one of the following.

- Driver's license showing current address.
- Current motor vehicle registration.
- Imprinted checks.
- Voter registration card.
- Bank statement.*
- Lease agreement.*
- Utility, telephone or water bill.*

*dated during the current or previous month.

Terms

- A parent or guardian must sign for anyone under the age of 12 years old.
- Library cards are issued for 2 years and renewals are free. A \$1 replacement fee may be charged for a lost or mutilated card.
- Lost or stolen cards should be reported to the library immediately.
- First-time borrowers are limited to 1 book and 1 movie.

Being A Responsible Borrower

Patrons are responsible for all items checked out on their card.

Parents or guardians are ultimately responsible for any fines or fees incurred by minors. But we have options for minors to be accountable for their choices. (Clear your fines program)

To avoid an overdue fine, items must be returned on or before items are due. Late fees will occur starting at closing the day they are due.

If library materials are lost or damaged, the borrower must pay a replacement fee or provide a new replacement copy that is identical to the original.

When fines, damages or fees exceed \$10.00, library borrowing privileges will be suspended until they are paid.

Patrons with items that are a month or more overdue will not be allowed to borrow additional materials until these items are returned or their replacement costs have been paid.

Please report any change of name, address, or telephone number to the library.

Adopted: _____

President: _____

Secretary: _____

STAFF-AFTER CARD APPLICATION IS FILLED OUT COMPLETELY PUT IN APPLICATION FOLDER THEN THE DIRECTOR WILL APPROVE AND DISCARD PAPER COPY