

## **Library Card Application Policy**

Anyone owning property or residing in Graves County or the surrounding counties may apply for a library card at the Graves County Public Library. Out of state people may apply for a library card by paying a \$10 annual fee. To get a card, please bring proof of address (such as an electric bill with your name & address on it), and a picture id, such as a driver's license. You must also have a second reference's name and telephone number with you. That can be a neighbor or relative that doesn't live at your address. Your new library card is free and has your individual barcode on it. You may borrow 15 items per library card at one time. Hot Spot device check out and Interlibrary Loan Service is available after your first three check outs.

Library policy requires that with your signature, you agree to the following: I AGREE TO BE RESPONSIBLE FOR ALL MATERIALS BORROWED WITH THIS CARD AND RETURN THEM ON THEIR DUE DATE, AND FOR ANY FEES INCURRED LIKE CHARGES FOR LOST AND DAMAGED MATERIALS.

For your own safety you are required to notify the library if your name or address changes. If your library card is lost notify the library immediately to prevent possible unauthorized use and protect your records. Your first card is free, but a \$2.00 fee is charged for replacement of lost, stolen, or damaged cards.

**Parent/Guardian of patron under the age of 18, here's your responsibility:** I AGREE TO BE RESPONSIBLE FOR MATERIALS BORROWED BY THE ABOVE NAMED MINOR AND TO RETURN THEM ON THEIR DATE DUE, AND FOR FEES INCURRED LIKE CHARGES FOR LOST AND DAMAGED MATERIAL. I UNDERSTAND THAT THE LIBRARY DOES NOT ACCEPT RESPONSIBILITY FOR MY CHILD'S CHOICE OF LIBRARY MATERIALS FROM EITHER ADULT OR CHILDREN'S BOOKS OR VIDEO/DVD RECORDING COLLECTIONS. I ACCEPT RESPONSIBILITY FOR THE SELECTION OF MATERIALS MADE BY THIS PERSON.

**By signing your library card, or when you sign your dependent's registration card, you are agreeing to the conditions stated above. Please be a responsible library user so that what is provided freely to you will be free to others.**

Appeal: Patrons have the right to appeal this policy by appointment with the Library Director. Further appeal may be made to the Board of Trustees, at a scheduled meeting. All decisions by the Board will be final.

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