

\$5 _____
Patron

\$10 _____
Family

\$5 _____
Guest

Friend _____
Level Paid

APPLICATION FOR LIBRARY CARD

To obtain a library card, a prospective patron needs to supply a form of identification showing proof of current address. This can be a driver's license, a rent receipt, tax bill, utility bill, etc.

PLEASE PRINT CLEARLY

DATE: _____

ID Checked: Yes ____ No ____

Name: _____
(Last Name) (First Name) (Initial) Card #

Mailing Address: _____

Physical Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Cell Phone: _____

Email _____
(For Library contact purposes only)

SPOUSE:

Name: _____ Card #: _____

DEPENDENTS: 17 years old and younger (at least 5 years old)

Name: _____ Card#: _____

Name: _____ Card#: _____

Name: _____ Card#: _____

Contact Person: (Required ONLY if applicant cannot supply both a valid phone number and an email address.) Name: _____ Phone: _____

May we notify you by email for:

Items requested by you to be on Hold,
and now available for pick up? ____ Yes No ____
Library items due? ____ Yes No ____

**I HAVE RECEIVED A COPY OF THE PATRON POLICIES AND
AGREE TO ABIDE BY THEM.**

Signature: _____

Name of Library Staff Issuing or Renewing Card: _____
Did you enter the online password for each patron number? ____ Yes (Lastname, with first letter capitalized)
ebooks entries made for each patron? _____

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eBOOKS: Available for card holders. Inquire at the desk about accessing eBOOKS or find the link on the Library's website or the online catalog: <http://bransoncommunitylibrary.org/ebooks.html>

VIDEOS & DVDs: There is a two-item limit on movies, for all patrons.

FINES: A fine of 10 cents a day (excluding Sundays) is charged for all overdue materials. Patrons or their family members who have outstanding fines or overdue items will only be issued additional library materials at the discretion of the Library Director or the Library Clerk. The Library Director determines the charge for lost or damaged items. Overdue notices will be sent by email.

RESTRICTIONS: Items in the following categories may not be checked out: Reference, Local History, Taneyhills Library Collection, Periodicals and Newspapers.

RENEWALS:

You may renew items one time for an additional loan period. High priority items (those in demand) may not always be renewed if there is a waiting list. Renewals may be made by telephone or by online catalog.

RETURNS:

During library hours, please return all materials to the front desk. An outside drop is also provided for after-hour returns.

CHARGES:

There is a 15 cents charge to print. You are responsible for all pages printed, so we encourage that you use print preview. The self-serve photocopier is 15 cents per sheet.

HOLDS:

The library staff will be glad to arrange to hold a specific book for a patron or to put you on a waiting list for a specific book. You may also place a hold on material through the online catalog. There is a three-hold maximum per patron.

MEETING ROOM:

The conference room is available to individuals or organized groups for meetings. Reservations must be made in advance, and the Library Director must approve use. There is a charge of \$50.00.

COMPUTER AND INTERNET POLICY: Computer usage \$1.00 (for up to one hour)

The Internet may be used for research and the acquisition of information to address educational, vocational, cultural and recreational needs. All users must request to use a computer by inquiring at the circulation desk and paying the fee. Internet assistance is not always available. Access to inappropriate sites may result in the user being restricted from using the Library computers at the discretion of the Director.

CHILDREN: Parents must assume responsibility for their children's use of the Internet. Therefore, a parent or guardian must supervise anyone under 18 at all times while they are using the Internet. Families/Groups are limited to two computers.

Free WiFi is available at the Library – ask at the circulation desk for the password.