



West Plains Public Library

Borrower Types

A library card is necessary to **borrow** materials from the West Plains Public Library. In order to receive a library, card you must:

a. complete an application;

b. provide:

1. name

2. date of birth

3. Social Security number

4. proof of current address i.e. utility bill or any other document validating

address

5. telephone number

6. a valid form of current identification - **one of the following:**

*Valid drivers' license, *Social Security card, *State ID, *Medicaid/Medicare card,

*Veterans' card, *Student ID card, *Major credit card, *Voter registration card,

*Employment ID badge with photo, Birth certificate, *Military ID or discharge,

*Naturalization papers, *Passport, *Insurance card

Post office boxes are acceptable as mailing address only and may not be used as proof of residency. A person using a post office box as a mailing address must also provide the library with written proof of an actual physical address.

All applicants must fall into one of the following classifications:

A. RESIDENT CARD

Any person, 18 or older, may receive a library card and will not be charged a membership fee, who:

a: resides inside the city limits as established by presentation of proper identification and proof of address, or;

b: owns a business inside the city limits of West Plains as established by presentation of a current West Plains City Business license, or;

c: does not reside inside the city limits of West Plains but owns real estate inside the city limits of West Plains and provides proof of payment of the current real estate taxes.

B. NON-RESIDENT CARD

Any person, 18 or older, who does not reside inside the city limits of West Plains and does not pay city real estate taxes, who can provide proper identification and proof of address, may obtain a library card for a non-refundable annual fee of twenty-five dollars (\$25.00) per household.

C. SCHOOL PERSONNEL-EDUCATOR CARD

Certified, full-time K-12 classroom educators employed by West Plains Public and surrounding rural school districts (Junction Hill, Richards, Howell Valley, Fairview, Glenwood) qualify for a library card without a membership fee upon providing proof of current address and school employment. This privilege excludes families of faculty.

D. MSU STUDENT CARD

Any person attending MSU West Plains campus, who provides a local and a permanent address and valid student identification, may receive a library card for the duration of their enrollment at MSU-WP without membership fee. Such student shall provide proof of such enrollment for each semester by providing a copy of their current class schedule. The library card will expire with any gap in enrollment at MSU-WP.

E. MSU FACULTY/STAFF CARD

Any person, regardless of residence, who is **employed** by MSU-West Plains and provides proof of current address and proof of MSU employment, may receive a library card without membership fee. This privilege **does not** extend to families of faculty and staff.

F. TEMPORARY CARDS

Any person residing temporarily in West Plains may obtain a three-month library card for a non-refundable fee of twelve dollars and fifty cents (\$12.50). Local address, local phone number, permanent address and a local reference or contact person must be provided.

G. TEMPORARY CARDS/GUARDIAN

Any person, 18 or older, who has a legal guardian may receive a six-month library card. If they reside inside the city limits there is no charge. If they reside outside the city limits they may obtain a library card for a non-refundable fee of \$12.50. The card will be expired in six months to check the current guardian status. Local address, phone number, and a contact person must be provided. The legal guardian contact

information will be given to the Director so that a permission letter can be sent. If permission is declined, the applicant can receive an INET only card. If permission is given, the applicant can be issued a card upon request.

H. STAFF/WEST PLAINS CITY EMPLOYEE CARDS

All library staff, full or part-time, are eligible for a library card, regardless of residency, without membership fee.

I. JUVENILE CARD

Any person, under the age of 18, authorized by a parent or guardian who is a current card holder, may receive a library card without additional cost. Parents must complete the minor consent form, in order, for a minor to receive a card.

All patrons are responsible for notifying the library of any changes of address, phone number, name or other patron information. If there is a change in status regarding a resident or nonresident, as defined above, the patron must provide proper proof of the change in category.

There will be one dollar (\$1.00) per card replacement fee for any lost or damaged library cards.

EXPIRED LIBRARY CARDS

All patron information will be verified and updated as necessary at the time a library card is renewed. All fines and/or other fees must be paid in full before any materials can be checked out.

Policy revised at the December 2023 meeting of the West Plains Public Library Board of Trustees, Jarryd Alsup, presiding.