



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 in-person;

b. provide:

1. name

2. date of birth

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

5. telephone number

6. government issued identification

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: The individual's primary residence is located within the city limits, as verified by the presentation of valid 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

Library cards are issued free of charge to residents living within the West Plains city limits/Library District. Residents of Howell County, who live outside the city limits, may obtain a library card for an annual fee of \$40.00 per household.

Individuals residing outside of Howell County may also obtain a non-resident library card for an annual fee of \$40.00 per household. However, out of county, non-resident, cardholders are limited to borrowing physical materials only and are not eligible for access to library digital services i.e. Hoopla, Libby, Kanopy, or NewsBank.

C. SCHOOL PERSONNEL-EDUCATOR CARD

Certified, full-time PreK-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 student enrolled at MSU-West Plains may receive a library card at no cost for the duration of their enrollment. Students must provide proof of permanent address, valid student ID, and proof of current enrollment each semester (such as a class schedule). The library card will expire if there is a break in enrollment at MSU-West Plains.

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.

G. Guardianship Issued Library Cards

Any person 18 years or older with a legal guardian may receive a library card.

- If the individual resides within city limits, there is no fee.
- If they reside outside city limits, a non-refundable \$40 fee applies.

The legal guardian is responsible for all materials checked out on the card. The library will verify each applicant's address and guardian status every six months. A local address, phone number, and contact person must be provided. Guardian contact information will be given to the Circulation Librarian so a permission letter can be sent. Once guardian permission is received, the applicant will be issued a card.

H. WEST PLAINS CITY EMPLOYEE CARDS

All City of West Plains employees, full or part-time, are eligible for a library card, regardless of residency, without membership fee. This privilege **does not** extend to families of employees.

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. For more information please see our *Children and Young Adult Policy*.

J. NON-RESIDENT/OUT OF SERVICE AREA CARDS

Library cards are issued free of charge to residents living within the West Plains city limits/Library District. Residents of Howell County who live outside the city limits may obtain a library card for an annual fee of \$40.00 per household.

Individuals residing outside of Howell County may also obtain a non-resident library card for an annual fee of \$40.00 per household. However, non-resident cardholders are limited to borrowing physical materials only and are not eligible for access to digital services such as Hoopla, Libby, Kanopy, or NewsBank.

I. INTERNET ONLY CARDS

This card provides access to public computers within the library. It does not include borrowing privileges or access to digital resources. Non-Resident patrons will be charged \$1.00 for the physical card.

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.

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.

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

*Policy revised at the October 2025 meeting of the West Plains Public Library Board of Trustees, Jarryd Alsup, presiding.
Policy revised at the November 2025 meeting of the West Plains Public Library Board of Trustees, Jarryd Alsup, presiding.*

