

Poplar Bluff Municipal Library

Circulation Policy

Library Cards

Library Card Eligibility

In compliance with Missouri state law ([Section 182.230, RSMO](#)), library cards are free for all those who reside in the following Missouri counties: Butler, Carter, Dunklin, Ripley, Stoddard, and Wayne.

Individuals residing outside this service area are invited to apply for a temporary card. Temporary cards extend borrowing privileges for 30 days at a fee of \$10. A temporary card can be renewed after 30 days for an additional \$10 fee.

When applying for a library card, the applicant is applying for the right to use the library and accepts responsibility for all borrowed materials. The applicant must agree to comply with all library policies and procedures and to pay any and all incurred fees. The applicant agrees to promptly notify the library of an address change and to report loss or theft of card.

One Person, One Card Authorized Use Policy

The library practices a One Person, One Card policy. This policy is in place to safeguard a library card from unauthorized access. Every library cardholder will be asked to present their own library card each time library services are used. Patrons may not use another person's library card without permission being given and recorded on the library cardholder's record. When suspicious activity is observed or identified, borrowing privileges for the cardholder may be suspended until authorized use can be verified.

Library Card Application Requirements

Full Access Cards

Adults (age 16 and over) must provide the following documents when applying for a library card:

1. A valid government-issued ID.
2. One document establishing residency with printed name and current, physical address.
Post office box numbers are not considered proof of residency.

Children (ages 4 - 15) must have a parent/legal guardian present when applying for a library card. In addition, parent/legal guardian must provide all documentation as described above.

Once an application is accepted, the patron has instant access to all library materials, physical and downloadable, plus access to computers and research databases. The Library, its Board of Trustees, administration, staff, and volunteers cannot monitor or control a child's use and consumption of library content, in any and all forms. It is the sole responsibility of parents and/or legal guardians to monitor their child's use and consumption of library content, in any and all forms.

eCards

Any resident of the library's service area aged 16 and above may apply for an eCard from the library's website. eCards extend borrowing privileges to the library's digital and electronic collections without requiring the applicant to visit the library in person.

School districts in the library's eligible service area may apply for Student eCards with accompanying guardian permission as required by [15 CSR 30-200.025](#) of the Missouri State Regulations.

Corporate Cards

Corporate cards are issued at no charge to applying entities located within the library's eligible service area. Corporate card applications require final approval from the library director or assistant director.

The applying entity must complete the [corporate card application](#) acknowledging that it will be responsible for all borrowed materials, comply with all library policies and procedures, and pay any and all incurred fees from damaged or lost items.

Applicants must provide a list of authorized users at time of application. Authorized users may include employees, owners, directors, etc. There is a limit of five users per card unless the library director or assistant director approves an exception. The library must receive prompt written notification on letterhead of any additions or deletions to authorized users of the corporate card.

The individual who is legally responsible for the applying entity must be the final signatory. Should the legally responsible individual be replaced, the library should receive written notification (reapplication) on letterhead if service is to be continued.

Library Card Renewals

Poplar Bluff Municipal Library cards are updated every three years. Cards may be renewed in person, from the library's website, or by phone. Corporate Cards require an updated list of authorized users at the time of card renewal.

Forgotten Library Cards

Patrons who have forgotten their library card may present a valid government-issued ID to access his or her account when visiting the library. A parent or guardian listed or grouped on a child's library card may still use library services for the child after showing a valid government-issued ID.

Lost or Stolen Cards

If a library card is lost or stolen it must be reported to the Poplar Bluff Municipal Library immediately. Each patron/agency is responsible for all materials and fees charged against the library card until its loss is reported.

Replacement Cards

A replacement card can be issued for a \$1 replacement card fee. A valid government-issued ID must be

presented at time of card replacement.

Damaged Cards

If a library card is damaged, the library replaces the card free of charge upon surrender of the damaged card.

Revocation of Borrowing Privileges

The library reserves the right to revoke borrowing privileges at any time when fees are not paid, library material is not returned, library policies are not followed, or if suspected unauthorized use or activity is observed or identified.

Circulation Services

Borrowing Limits and Check Out Periods

Borrowers must present a library card or photo ID (i.e. driver's license) at every check out. Parents or legal guardians may show ID to borrow on a child's card, but not on a spouse's card.

All items qualify for one (1) renewal EXCEPT items on hold, fishing equipment, kits, and items borrowed through Interlibrary Loan.

See Summary of Borrowing Guidelines below:

Physical Items	Check Out Period	Limit*
Books, Audiobooks, Graphic Novels	3 weeks	50
DVDs & Blu-rays	3 weeks	10
Fishing Pole and Telescopes	1 week	2
Bookclub in a Bag, STEM Kits, Memory Kits	6 weeks	1 kit

**Borrowing is limited to a maximum of 50 physical items in total.*

Libby	Check Out Period	Limit*
eBooks and Audiobooks	3 weeks	10
eMagazines	2 weeks	10

**Borrowing is limited to a maximum of 10 items in total.*

Hoopla	Check Out Period	Limit*
Movies and TV Shows	3 days	5
Music	1 week	5
Audiobooks, Comics & eBooks	3 weeks	5

**Hoopla permits a combined 5 checkouts or borrows per month.*

Kanopy	Check Out Period	Limit*
Movies and TV Shows	Varies	15 tickets

**Kanopy provides 15 viewing tickets per month per library card and unlimited access to all the content in the Kanopy Kids Collection.*

Holds: Patrons may place holds on circulating physical items through the Poplar Bluff Municipal Library. Library users have seven days to pick up items once the hold is available for pick-up. Hold pick-up durations on digital collections are set and managed by the vendor.

Overdues/Fines: The Poplar Bluff Municipal Library operates on the principle that patrons can be trusted to return materials on time. Currently, fines are not charged for overdue materials. Any overdue fines incurred up to the implementation of this policy are forgiven. Patrons will not be allowed to check out additional items if there are current overdue materials on their account or if money is owed for lost or damaged items, including processing fees.

Lost Items: Items not returned within 45 days of the due date are marked lost and billed at full replacement cost plus a \$5 non-refundable processing fee. Library accounts with items more than sixty days past due will be sent to collections.

Some items returned after the 45 day period may be accepted at the discretion of the library. Should the returned item be accepted, the lost materials charge will be refunded via check. If the item is returned after having been billed and is deemed acceptable, the library will simply void the lost materials charge. In either case, the processing fee will remain and must be paid by the patron.

Ultimately, failure to return library materials may result in prosecution for theft under the Missouri Revised Statutes, [Section 570.210](#).

Damaged Items: Items are considered damaged at the discretion and evaluation of library staff. If an item is damaged, the patron is charged for the cost of the item, plus a \$5 nonrefundable processing fee. In the case of damages, neither of these fees are refundable. Upon payment for the damaged item and processing fees, the patron may keep the item.

Fees for lost or damaged items include the cost of replacing the item. Fees may be forgiven if the loss or damage of library materials was caused by a fire, natural disaster, or theft; a copy of a law enforcement, fire, or insurance report that supports the loss is required. Other types of appropriate documentation will

be considered.

Library accounts with unpaid damaged items totaling \$25 or greater will be sent to collections. Damaged items are retained for up to three months depending on the condition of the item. After three months, the item is discarded. Patrons are responsible for all damaged item charges on their account.

Non-Discrimination Statement

Poplar Bluff Municipal Library District is an equal employment opportunity employer. It also complies with all federal, state and local laws protecting job applicants, employees, volunteers, presenters, and library users by prohibiting discrimination based on race, color, religion, sex (including gender identity, sexual orientation, and pregnancy), national origin, age (40 or older), disability, or genetic information.

Approved Board of Trustees on 4-7-2014; Approved 3-6-2017; Approved 6-5-2017;
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