



C-001

## Richmond Heights Memorial Library LIBRARY BORROWING

### Eligibility and registration for a library card:

A. Resident cards: All persons residing in Richmond Heights, MO are entitled to a resident card. Patrons under 18 years of age must have their applications signed by a parent or legal guardian. It is a parent or legal guardian's responsibility to monitor their children's checkouts. In signing a minor child's card application, a parent or legal guardian must agree to the following statement:

*I (printed name) \_\_\_\_\_ am the PARENT\_\_\_ or LEGAL GUARDIAN\_\_\_ of the minor child whose name is (printed child's name) \_\_\_\_\_ . I am aware that such child has a library card granting access to the content at Richmond Heights Memorial Library, which may include print or electronic materials of books, periodicals, trade information, websites, or the like and that such information may include both fiction and nonfiction written information and that some sources may include video or other interactive portions of content.*

*I understand that Library staff, directors, or other official persons affiliated with the Library do not have supervisory duty over my Child and that it is my responsibility to monitor my Child's behavior and consumption of content, in any and all forms.*

*I provide consent for my Child to check out content and utilize Library resources.*

B. The following libraries are members of the Municipal Library Consortium of St. Louis County (MLC): Brentwood, Ferguson, Kirkwood, Maplewood, Richmond Heights, Rock Hill, University City, Valley Park and Webster Groves. These libraries share an automation system, patron database, and online catalog. A card from one of the MLC libraries is valid at all member libraries. A patron in good standing at one of these libraries may borrow books from another's collection. Residents of MLC municipalities other than Richmond Heights must get their MLC cards through their home library.



C. Non-residents who are entitled to a free borrower's card (some restrictions on services may apply – the card entitles the holder to borrowing privileges):

1. Persons residing in the districts of the St. Louis Public Library, the St. Louis County Library, the St. Charles City/County Library, the Scenic Regional Library and the Jefferson County Library systems.
2. Persons not living in Richmond Heights or one of the above districts but who:
  - i. Teach in Richmond Heights schools
  - ii. Own property in Richmond Heights
  - iii. Work for the City of Richmond Heights
  - iv. Operate a business in Richmond Heights

Property and business owners must show a current personal property tax receipt or business license.

D. Paid non-resident cards: Non-residents other than those covered in the above categories may purchase a non-resident card for \$50.00 per year.

### **Fine and Fee Structure:**

A. All Richmond Heights Memorial Library material will be exempt from overdue fines with the exception of the following materials:

- a. Interlibrary Loan will have an overdue charge of \$0.10 per day, \$5.00 maximum charge.
- b. Equipment will have an overdue charge of \$0.10 per day, \$5.00 maximum charge.
- c. eReaders will have an overdue charge of \$0.50 per day, \$5.00 maximum charge.
- d. Telescopes will have an overdue charge of \$5.00 per day, \$300 maximum charge.

B. Patrons will still be charged the replacement cost for lost and damaged materials. The maximum amount of billed items or fines allowed on a library card is \$10. Balances of \$10 or more must be paid before the card can be used again.

*Adopted by the RHML Library Board of Trustees May 25, 2023*