

**HANNIBAL FREE PUBLIC LIBRARY
POLICY STATEMENT ON PATRON REGISTRATION & ELIGIBILITY FOR LIBRARY
SERVICES**

Adopted by the Library Board of Trustees & Effective: May 11, 2009
Amended: 1-13-2014, 10-9-2018, November 9, 2021, February 21, 2023 (Effective July 1,
2023); June 20, 2023

Hannibal Free Public Library Board is interested in making materials and other services readily available to the public, maximizing the use of the materials collection, facilitating requests for materials and other services, and providing uniformity in the retrieval of overdue materials. The primary purpose of this policy is to make the use of library services, particularly the circulation of materials, as fair and efficient as possible. It provides Library staff with guidelines to follow when determining patron eligibility for service and for patron registration.

Anyone, regardless of race, color, national origin, sex, religion, age, or social or political views, may use library books and magazines within the library building in accordance with established laws, policies and procedures. Eligibility for library borrowing privileges at Hannibal Free Public Library is determined by established residency due to property tax support within the City of Hannibal. Non-residents are assessed fees for services in an attempt to recover costs. In order to use any of the services of Hannibal Free Public Library, registered patrons and other users must be U.S. citizens or non-citizens lawfully in the country. Selection and choice of materials is left to the patron's discretion, and in the case of a minor child, the discretion of his or her parents.

The Library Director and/or Library staff will determine how to effectively post this policy. Depending on the location, the policy may be posted in its entirety, or broken into logical segments and partly posted. In either case, the concepts contained within reflect the decision and will of the Hannibal Free Public Library Board of Trustees.

PATRON RESIDENCY

Resident Cards are issued to permanent residents of the City of Hannibal upon application and provision of identification. Owners of established businesses and/or real estate located inside the limits of the City of Hannibal are also entitled to Resident Cards. No fees are assessed for the first card.

Non-Resident Cards are made available for residents of rural Marion County, residents of nearby counties in Missouri, residents of nearby counties in Illinois, and others who want to purchase a card. An annual fee is assessed.

Temporary and Specialized Cards are made available under certain circumstances outlined below.

BORROWING AND USE PRIVILEGES

Patrons in good standing may utilize any and all Library services to which they are entitled. When fees or fines are owed the Library, borrowing and computer use privileges are revoked until such time as the debt is paid in full. Borrowing and computer use privileges, as well as the privilege to use the Library facility, may be revoked for a specified period of time when a patron is not in compliance with the Library's public behavior policy. More information about revocation of privileges may be found in Policy Statements Concerning Public Behavior and Fees Charged by the Library...

Entire families may be blocked from computer use and borrowing privileges when they show a pattern of getting or using a borrower's card for a family member, running up large fees and fines, and then getting or using another family member's borrower's card. The decision to block entire families is not made lightly. It is left to the sole discretion of the Library Director on a case-by-case basis.

Computer users must agree to comply with the Library's Acceptable Use Policy and other rules governing public use of computers. Computer use privileges are also granted to adult visitors, who register temporarily by signing the hourly log and providing valid photo ID that is copied and attached to the log. More information may be found in the Library's Policy Statement Concerning Public Use of Computers.

Wireless users must also agree to comply with the Library's Acceptable Use Policy before logging onto the wireless network the first time. Wireless connectivity is granted without recourse to signature. It should be noted that the Library can track and/or block use by MAC address, and does so as situations warrant. At the Director's discretion, as situations warrant, wireless users may be requested to provide their MAC address.

Use of the Library's facility and in-house use of most of its collection is granted without recourse to identification or signature. Access to Hannibal's Virtual Library is provided via the Internet. Much of the content of the website is available to anyone to access and use within licensing and copyright constraints. Other parts of the website require a PIN (password) or prior patron registration.

APPLICATION FOR PRIVILEGES

1. Resident Cards

Resident Cards are issued to those who reside in the City of Hannibal. Owners of established businesses and/or real estate located inside the limits of the City of Hannibal are also entitled to Resident Cards. No fee is charged for the first card.

A one-time free replacement of the Library Card is obtainable upon the cardholder's attaining his or her eighteenth birthday and being a borrower in good standing. Free replacement is also extended to patrons whose legal names have changed. Provision of identification and completion of a new application is required.

Borrowing privileges are granted to adult residents upon completion of an application form and provision of acceptable identification. (See section 3 for information about minor children's cards.) The patron must sign the form attesting that identity and address information is true, accepting responsibility for choice of materials, agreeing to pay fees and fines associated with borrowed materials, agreeing to comply with public behavior rules of the Library, agreeing to notify the Library of changes in address, and stating an understanding that the Library Card is the property of the Library and subject to surrender upon request.

When applying for Resident Cards, owners of established businesses and/or real estate located in the Library's service area must identify themselves, their residential address, and the local address of their property or business. This identification is most often done by showing valid photo ID and a current property tax receipt.

Computer users must also agree to comply with the Library's Acceptable Use Policy and other rules governing public use of computers. An additional signature is required on the application form. Signatures are also required on the daily log for each hour of computer use.

Resident Cards expire after one year. If a patron's legal name and/or address have not changed, then no new application form need be completed, and no additional identification beyond the library borrower's card needs to be shown under usual circumstances. The Library infrequently elects to obtain updated applications on all patrons. In this event, holders of existing library borrower's cards will be required to provide the same identification as new applicants.

2. Non-Resident Cards

Non-Resident Cards are available for purchase by residents of rural Marion County, nearby counties in Missouri and Illinois, and others who want to purchase a card. Non-Resident Cards are not transferrable.

Computer use and/or borrowing privileges are granted to non-resident adults upon completion of an application form, provision of acceptable identification, and payment of the annual fee. (See section 3 for information about minor children's cards.) The patron must sign the form attesting that identity and address information is true, accepting responsibility for choice of materials, agreeing to pay fees and fines associated with borrowed materials, agreeing to comply with public behavior rules of the Library, agreeing to notify the Library

of changes in address, and stating an understanding that the Library Card is the property of the Library and subject to surrender upon request.

Non-Resident Cards remain valid for a calendar year after the date of purchase. If a patron's legal name and/or address have not changed, then no new application form need be completed, and no additional identification needs to be shown under usual circumstances. The Library infrequently elects to obtain updated applications on all patrons. In this event, holders of existing library borrower's cards will be required to provide the same identification as new applicants.

3. Minor Children's Cards (Children and teens under the age of eighteen)

Resident and Non-Resident Cards are issued to children and teens under the age of eighteen only with the permission of a custodial parent or legal guardian. A legally emancipated teen is treated as an adult patron, provided proof of the emancipation is shown.

Children from birth are eligible to receive borrower's cards. They are not required to be able to sign their names on the application. However, if they can do so, it is encouraged. A custodial parent or legal guardian of a minor child or teen, up to 18 years of age, must also sign the application form in person for the initial Library Card and must assist when any replacement card is issued. In the event that a minor child does not have photo ID, the custodial parent's or legal guardian's identification may be used.

For the purposes of this policy, the term "custodial" parent includes any parent other than a parent who has been denied periods of physical placement with a child. Proof of relationship is typically through the address. Unless the child and parent's address are the same, some proof of legal relationship is required of a parent or legal guardian. Teachers, daycare providers, social workers, non-custodial grandparents, other non-custodial live-in relatives, etc., are not entitled to sign the application form for a child's and teenager's borrowing privileges.

Borrowing privileges are granted to minor children upon completion of an application form, provision of acceptable identification, and payment of the annual fee in the case of non-residents. Both the child and the parent or guardian must sign the form attesting that identity and address information is true, accepting responsibility for choice of materials, agreeing to pay fees and fines associated with borrowed materials, agreeing to comply with public behavior rules of the Library, agreeing to notify the Library of changes in address, and stating an understanding that the Library Card is the property of the Library and subject to surrender upon request.

Computer use privileges require additional signatures of both the child and the parent or guardian, which state agreement to comply with the Library's Acceptable Use Policy. The child's signature is also required on the daily log for each hour of computer use.

Computer use privileges are granted to children, aged ten years and older. Younger children may use a computer provided their parent or legal guardian checks one out and remains with the child while using it.

Materials in the Adult Collections are intended for adults, aged eighteen and older, and for general use by all ages. Children's Room collections are intended for children through age twelve and their parents, teachers and guardians. Materials in the Teen Zone are intended for young adults, aged twelve through eighteen. Additional information may be found in the Library's Collection Development Policy.

Separate collections are available for children and teenagers, but it is not the responsibility of the Library, its Board of Trustees, staff, or volunteers to determine which collection they should use or what item in any collection is suitable for an individual. Anyone may browse any collection in the building with the exception of the Missouri Room and its ancillary collections, which are limited to adult use. Minors shall be allowed check out items from any library collection unless a parent's or guardian's written denial of permission has been received.

The choice of Library materials by users is an individual matter. Responsibility for the reading materials of a child or teen rests with their parents or guardians. A parent or legal guardian may elect to limit borrowing privileges by his or her minor child. Borrowing privileges may be limited by large collection areas only: Public Use Computers, Children's Room, Teen Zone, and/or Adult Collection. A parent or legal guardian seeking to limit borrowing privileges must do so in writing. Parents are encouraged to participate in their children's use of the Library. Monitoring a child's use of the Library's collection, public use computers, or wireless connectivity is entirely the parent's or guardian's responsibility.

Children's cards expire after one year. A custodial parent or legal guardian must assist in renewal. This is typically done in person, but the library staff member renewing the card may elect to phone the child's parent or guardian to verify information and ascertain permission. Unless the child's address, legal name, or guardianship has changed, then no new application form need be completed, and no additional identification needs to be shown under usual circumstances. The Library infrequently elects to obtain updated applications on all patrons. In this event, holders of existing library borrower's cards will be required to provide the same identification as new applicants.

4. Cards for Legally Incapacitated Adults

Resident and Non-Resident Cards are issued to legally incapacitated adults only with the permission of a custodial parent or legal guardian. Social workers and other caregivers, unless authorized by the guardian in writing, may not provide the signature to grant computer use and/or borrowing privileges.

Application for a Library Card is typically initiated by the legally incapacitated adult, who completes his or her part of the application form in front of a library staff member. The library staff member taking the application then faxes or mails the form to the custodial parent or guardian.

Borrowing privileges are granted to legally incapacitated adults upon completion of an application form and provision of acceptable identification. The guardian's identification may be used to identify the legally incapacitated adult. Both the applicant and the custodial parent or legal guardian must sign the form attesting that identity and address information is true, accepting responsibility for choice of materials, agreeing to pay fees and fines associated with borrowed materials, agreeing to comply with public behavior rules of the Library, agreeing to notify the Library of changes in address, and stating an understanding that the Library Card is the property of the Library and subject to surrender upon request.

A custodial parent or legal guardian may elect to limit borrowing privileges by a legally incapacitated adult. Borrowing privileges may be limited by large collection areas only: Public Use Computers, Children's Room, Teen Zone, and/or Adult Collection. A parent or legal guardian seeking to limit borrowing privileges must do so in writing. Monitoring a legally incapacitated adult's use of the Library's collection, public use computers, or wireless connectivity is entirely the parent's or guardian's responsibility.

Computer users must agree to comply with the Library's Acceptable Use Policy and other rules governing public use of computers. A signature is required. A custodial parent or legal guardian must sign the agreement before computer use privileges are granted to legally incapacitated adults. The patron's signature is also required on the daily log for each hour of computer use.

Library cards for legally incapacitated adults expire after one year. A custodial parent or legal guardian must assist in renewal. This is typically done in person, but the library staff member renewing the card may elect to phone the guardian to verify information and ascertain permission. Unless the patron's address, legal name, or guardianship has changed, then no new application form need be completed, and no additional identification needs to be shown under usual circumstances. The Library infrequently elects to obtain updated applications on all patrons. In this event, holders of existing library borrower's cards will be required to provide the same identification as new applicants.

5. Temporary Cards

Temporary Cards are made available to those who reside month-to-month in motels and bed-and-breakfasts, at the City Marina, at the Mark Twain Cave & Campgrounds, in Avenues, in halfway houses or homeless shelters located inside the City limits, or with friends or family on a temporary month-to-month basis. For patrons residing at month-to-month addresses, temporary cards expire after one month and can be renewed each month until residency changes. Proof of address must be provided monthly upon renewal.

Temporary Cards are also made available to visiting nurses or other similar personnel in health care or other industries. They need to provide identification containing their home address and proof of employment. A name badge may be accepted as proof of employment. Visiting nurses and similar patrons, at the Library staff member's discretion and depending on the length of the patron's work contract, may be granted up to a year of temporary borrowing privileges before renewal is required.

Borrowing privileges are granted to Temporary Card Holders upon completion of an application form and provision of acceptable identification. The patron must sign the form attesting that identity and address information is true, accepting responsibility for choice of materials, agreeing to pay fees and fines associated with borrowed materials, agreeing to comply with public behavior rules of the Library, agreeing to notify the Library of changes in address, and stating an understanding that the Library Card is the property of the Library and subject to surrender upon request.

Borrowing privileges on Temporary Cards are limited to Public Use Computers and two circulating books or other materials at a time. No fees are assessed for the first card issued.

6. Student and College Cards

Student Cards are made available to children and teens who reside outside the City limits but are enrolled in public or parochial school in Hannibal. Borrowing privileges are granted with the understanding that the physical and electronic materials borrowed are for the child's or teen's use. In addition to photo ID, proof of enrollment in the current school year is also required. In the event that the student is a minor, the student's parent or guardian must also provide ID and sign the application form in person for the initial Library Card and must assist when any replacement card is issued. This is typically done in person, but the library staff member renewing the card may elect to phone the child's parent or guardian to verify information and ascertain permission. Student Cards expire annually on August 31st. The patron and parent or guardian must sign the form attesting that identity and address information is true, accepting responsibility for choice of materials, agreeing to pay fees and fines associated with borrowed materials, agreeing to comply with public behavior rules of the Library, agreeing to notify the Library of changes in address, and stating an understanding that the Library Card is the property of the Library and subject to surrender upon request.

College Cards are made available to currently enrolled students of Hannibal-LaGrange College and the Hannibal campus of Moberly Area Community College regardless of whether they reside on campus, in rural Marion County, or elsewhere. **College** Cards expire at the end of each semester. They may be renewed for the following semester once the student re-enrolls. No fees are assessed for the first card issued. Borrowing privileges are granted to **College** Card Holders upon completion of an application form and provision of acceptable identification. **College** students at one of the area colleges need to provide

identification showing their legal name, their home address, and proof of enrollment for the current semester. The patron must sign the form attesting that identity and address information is true, accepting responsibility for choice of materials, agreeing to pay fees and fines associated with borrowed materials, agreeing to comply with public behavior rules of the Library, agreeing to notify the Library of changes in address, and stating an understanding that the Library Card is the property of the Library and subject to surrender upon request.

7. Corporate Cards

Corporate Cards are issued to schools, churches, daycares, clubs, organizations, businesses, and companies that are willing and able to accept responsibility for materials borrowed by their members or employees. Those seeking Corporate Cards must make arrangements for services and borrowing privileges before they are granted. Computer use and borrowing privileges may be arranged on a case-by-case basis at the Library Director's discretion. Because of licensing restrictions, Corporate Cards may not be used to access Hannibal's Virtual Library resources. Corporate cards expire after one year.

After arrangements are made, completion of an application form and provision of acceptable identification is required. The authorized representative of a school, church, daycare, club, organization, business, or company must sign the form attesting to authority to apply for corporate borrowing privileges and that corporate identity and address information is true. The signature also attests to accepting responsibility for choice of materials, accepting fee courtesy, when extended and agreeing to pay all other fees and fines associated with borrowed materials, agreeing to comply with public behavior rules of the Library, agreeing to notify the Library of changes in address, and stating an understanding that the Library Card is the property of the Library and subject to surrender upon request.

8. Teacher Cards

Teacher Cards are issued to adult classroom teachers, homeschoolers, daycare providers, Sunday school teachers, and tutors who work or volunteer within the City of Hannibal. Borrowing privileges of Teacher Cards are restricted to materials intended for use in the classroom or similar settings. Because of licensing restrictions, Teacher Cards may not be used to access Hannibal's Virtual Library resources. Computer use privileges are granted on Teacher Cards only at the Library Director's discretion. Teacher cards expire after one year.

A patron may hold and utilize a Resident or Non-Resident Card for his or her personal borrowing and a Teacher Card for classroom-specific borrowing. Or a patron may hold only a Teacher Card, in which case the patron's borrowing privileges are restricted to materials intended for use in the classroom or similar settings.

Borrowing privileges on Teacher Cards are granted upon completion of an application form and provision of acceptable identification. The applicant must sign the form attesting that

identity and address information is true, accepting responsibility for choice of materials, accepting fee courtesy, when extended and agreeing to pay all other fees and fines associated with borrowed materials, agreeing to comply with public behavior rules of the Library, agreeing to notify the Library of changes in address, and stating an understanding that the Teacher Card is the property of the Library and will be kept at the service desk..

9. Literacy Cards

Literacy Cards are issued to literacy tutors and students involved in adult literacy activities within Northeast Missouri. Borrowing privileges on Literacy Cards are typically restricted to the Library's Literacy Collection. At the Director's discretion, and on a case-by-case basis, borrowing privileges of a patron's Literacy Card may be expanded to include other materials intended for Adult Basic Education and English Language Learning. Literacy cards expire after one year.

As with Teacher Cards, a patron may hold and utilize a Resident or Non-Resident Card for his or her personal borrowing, and a Literacy Card. Or a patron may hold only a Literacy Card, in which case the patron's borrowing privileges are restricted to the Literacy Collection.

Borrowing privileges on Literacy Cards are granted upon completion of an application form and provision of acceptable identification. The applicant must sign the form attesting that identity and address information is true, accepting responsibility for choice of materials, accepting fee courtesy, when extended and agreeing to pay all other fees and fines associated with borrowed materials, agreeing to comply with public behavior rules of the Library, agreeing to notify the Library of changes in address, and stating an understanding that the Library Card is the property of the Library and will be kept at the service desk.

Because of licensing restrictions, Literacy Cards may not be used to access Hannibal's Virtual Library resources. Computer use privileges are granted on Literacy Cards only at the Library Director's discretion on a case-by-case basis.

10. Walking Books Cards

Walking Books Cards are issued to patrons who reside in the City of Hannibal but cannot physically access the Library due to a temporary or permanent disability or age-related infirmity. Walking Books Cards are typically kept at the service desk and used by the staff to check out materials when a volunteer is ready to deliver them. Walking Book cards expire after one year.

Borrowing privileges are granted to a family member or volunteer who delivers books and other materials to the patron's home or residential care center. Identification and signature requirements are left to the discretion of the Director on a case-by-case basis.

The Walking Books patron, library staff, and the delivery volunteer work together to arrange for borrowing privileges, delivery frequency, and length of time Walking Books services is needed.

The family member or volunteer need not hold a library borrower's card in good standing.

11. Other Specialized and Internal Use Cards

The Library employs a variety of other Specialized and Internal Use Cards. These are issued at the Library Director's discretion on a case-by-case basis.

FORMS OF ACCEPTABLE IDENTIFICATION

The Library requires patrons applying for borrowing and use privileges to provide identification that shows proof of lawful presence, identity and residency. A current Missouri Driver License, Nondriver License, or Instruction Permit is preferred. Other forms of identification may also be utilized.

To provide proof of lawful presence, U. S. citizens must show one of the following forms of identification:

- Driver License, Nondriver License, or Instruction Permit issued by the State of Missouri or another State in the United States after July 1, 2005.
- U.S. Birth Certificate (certified with embossed or raised seal issued by state or local government)
- U.S. Passport (valid or expired)
- Certificate of Citizenship, Naturalization, or Birth Abroad
- U.S. Military Identification Card or Discharge

Non-citizens must show a Driver License, Nondriver License, or Instruction Permit issued by Missouri or another State in the United States after July 1, 2005. Other proofs of lawful presence may be used as described by the Missouri Department of Revenue at <http://dor.mo.gov/drivers/idrequirements.php>

Additional proof of identity must be supplied if the name on the document presented to prove lawful presence does not match the patron's current name. One of the following documents may be used:

- U.S. Passport (valid or expired)
- Social Security Card/Medicare Card
- Certified Marriage License
- Certified Divorce Decree
- Certified Court Order

- Certified Adoption Papers or Amended Birth Certificate

Additional proof of residency must be supplied if the address on the document(s) presented above does not match the patron's current residential address. One of the following documents may be used provided it shows a residential address:

- Utility bill (phone, water, gas, electric) –paper bill or electronic bill
- Voter registration card
- Check book
- Bank statement
- Government check
- Pay check or pay stub with address or electronic copy
- Property tax receipt
- Housing rental contract of current residence
- Mortgage documents of current residence
- An official letter or document from a state or local government agency, which is on the agency's letterhead or contains the official seal of the issuing agency
- Letter or other documentation issued by the postmaster within the previous 30 days
- Other government document that contains the name and address of the applicant issued within the previous 30 days

Except for participants in Missouri's Safe at Home Address Confidentiality Program, use of a Post Office Box does not establish residency. In the event that a patron receives mail through a Post Office Box, this address must also be supplied. No proof need be provided.

College students at one of the area colleges need to provide identification containing their home address and proof of enrollment for the current semester. Non-resident students enrolled in Hannibal public or parochial schools must provide proof of enrollment. Teachers and literacy volunteers, who are applying for specialized cards, need to show proof of where they work or volunteer. Corporate Card applicants may be required to request services via a letter written on the company's or organization's letterhead. Additional or alternate forms of identification are identified above under the specific types of library borrower's cards.

The Library recognizes that children, teens, and legally incapacitated adults do not always have photo identification. Custodial parents and legal guardians may identify themselves and vouch for the identity of the other person.

Library staff may, at their discretion, request additional identification whenever a library borrower's card is presented to them to confirm the identity of the card's user. At their discretion, they may confiscate the library borrower's card in case of doubt.

Although use of the Library's facility and in-house use of its collection is granted without recourse to identification, on occasion the Director or designee may demand to see

identification. Typically identification is sought in the event of non-compliance with the Library's policies and procedures governing public behavior. In the event that an in-house user refuses to identify him or herself, the Police will be summoned to establish identity.

Visitors who seek to use the Library's computers must provide valid photo ID that shows an address outside the Hannibal city limits.

BORROWING PRIVILEGES – RIGHTS AND LIMITATIONS

Any use of a borrower's card by a person other than the individual to whom the card was issued, whether the use was authorized or unauthorized, remains the responsibility of the person to whom the card was issued. If a borrower's card is lost, that fact must be reported to the Library staff so that the lost card may be invalidated. The cardholder will be held responsible for any use made of the card prior to being reported lost.

Surrender of the borrower's card to another person, or surrender of written, emailed or delivered notices from the Library to another person, constitutes authorization to that person to conduct business with the Library on the cardholder's behalf. Business includes borrowing of materials, use of public use computers, payment of fines, viewing of records about the cardholder held by the Library, etc.

AUTHORITY

This policy updates and replaces previous policies concerning patron registration. It supplements the following Policy Statements:

- Public Behavior
- Fees Charged by the Library & How They Are Collected
- Public Use of Computers
- Confidentiality of Records

The Missouri Revised Statutes RSMO 182.230 (1955) provides that

Every library and reading room established under sections 182.140 to 182.301 shall be forever free to the use of the inhabitants of the city where located, always subject to such reasonable rules and regulations as the library board may adopt in order to render the use of the library and reading room of the greatest benefit to the greatest number. The board may exclude from the use of the library and reading room any and all persons who willfully violate such rules. The board may extend the privileges and use of the library and reading room to persons residing outside of the city in this state, upon such terms and conditions as the board, from time to time, by its regulations, may prescribe.

RSMO 208.009 (2009), “Old Age Assistance, Aid to Dependent Children and General Relief,” states:

No alien unlawfully present in the United States shall receive any state or local public benefit, except for state or local public benefits that may be offered under 8 U.S.C. 1621(b)....

This policy complies with the Secretary of State’s 15 CSR 30-200.015 Library Certification Requirement for the Protection of Minors, dated February 8, 2023. This policy has been adopted by the Hannibal Free Public Library Board of Trustees under its statutory authority to determine and govern the use of HFPL facilities.