

Circulation Policy

Library Hours:

9:00 – 5:30 Monday-Friday

9:00 – 1:00 Saturday

Application for a card:

- Applicants age 18 and older must have a government issued photo ID to receive a Morgan County Library Card
- Applicants age 17 and under, in compliance with Administrative Rules 15 CSR 30-200.030, Public Access Computers in Public Libraries, and 15 CSR 30-200.015, Library Certification Requirement for the Protection of Minors, must have a parent or guardian's signature that gives consent for the minor to access, check out, view, and otherwise utilize all Library resources

Loan Period:

The regular loan period of library materials will be 2 weeks.

Renewals:

There is a maximum of two renewals.

No book may be renewed if on reserve for another patron or if more than one week overdue.

Limits:

Audios, CD's, and DVD's have a limitation of 10 per household. STEM kits have a limitation of one kit per adult/family.

Overdues:

Overdue materials must be returned before any additional materials can be checked out (Material has a 7-day grace period before notifications start)

- Phone call 14 days after due date
- Postcard 21 days after due date
- 1st Letter 28 days after due date
- Last Letter 35 days after due date

- Letter from Prosecuting Attorney 125 days after due date (this is not a letter of prosecution, only a letter that states that it within our right to prosecute, this is the last notification of non-returned materials)

Damage/Replacement:

Patrons having library materials which are damaged while in their possession or not returned to the library will be charged the list price for the replacement of each individual title. Prompt payment of the fee is expected and must be paid before any further items can be checked out. Items will stay on the patrons account and will follow the Overdue policy.

Revised by Library Board of Trustees on June 8, 2023 in compliance with 15 CSR 30-200.015 Library Certification Requirement for the Protection of Minors.