

PPLD Library Card Application

Date _____ What would you like us to call you? _____

Full Name _____

Mailing Address _____

Physical Address _____

Phone number _____ Alternate Phone _____

Email Address _____

Preferred method of contact _____

Newsletter Print email Both None

Upon signing this, I accept responsibility for all materials checked out on this library card. I agree that I have received and will abide by the Plains Public Library District Patron Policy. Guardian will co-sign with minor patron.

Signature _____ Co-Sign _____

Patron # _____

Bring this completed form to the library along with your photo I.D. and a proof of Sanders County address, i.e. utility bill.

Plains Public Library District

Patron Policy

Book Check-Out Policy

- New patrons will have an introductory period of two months. During this time, new patrons have access to 2 library items at one time as well as all digital and online materials. After the introductory period is completed without lost or damaged items, the check-out limit increases to 20 items at one time including 5 DVDs.
- New Books and DVDs are check out for 14 days. All other materials are checked out for 28 days.

Library Cards and Children

- A parent or legal guardian must first successfully complete the introductory period before children under the age of 18 may apply for a library card of their own.
- Children ages 8 to 12 will be allowed 5 items at one time. Children ages 12 and up will be allowed 20 items.

Overdue Policy

- Library materials become overdue at closing time of the due date. A late fine of 10 cents per day is charged for each item. A late fee of \$1.00 per item per day is charged for overdue Inter-Library loan items. Lost and damaged items will be replaced and billed to patron.
- When fines reach \$10.00, the account will be blocked and privileges suspended until account is satisfied.
- A telephone call will be made to remind patrons when an item has become overdue.
- A reminder letter will be sent when an item is more than a week overdue.
- Once an item is four weeks or more overdue, the item is assumed lost and replaced. The costs associated with replacing the item will be billed to the account even if the item(s) are returned.

Damaged Items

- Please report damaged items to the library staff. We understand that accidents happen and most minor damages can be mended before the item becomes unusable.
- The library director will assess charges for major damage when necessary.

Appropriate Patron Conduct

- Patrons and clients have a right to enjoy a pleasant, safe and respectful library atmosphere.
- Children should use the library under the guidance of a responsible caregiver.

