

Mills County  
Public Library



## Borrowing Guidelines

- A library card is free to anyone residing in Mills County.
- To apply, residents must fill out the attached application and submit proof of residency, such as a driver's license, utility bill, or similar document.
- Children under the age of 18 must have a parent's signature on their application, and the parent must provide proof of his or her residency.
- Applicants who live outside of Mills County must purchase a Guest Card if they wish to check out library materials. The fee is \$45 per six-month period.
- Applicants are asked to notify the library immediately if a library card is lost or stolen. A \$2 fee is required to replace a lost or stolen card.
- Library patrons are allowed to check out up to 50 items at a time. Books may be checked out for four weeks; movies and CDs may be checked out for two weeks. Items can be renewed as long as there is not a waiting list.

(For library staff only.)  Mills County Resident  Non-resident



## Application for Borrowing Privileges

Name \_\_\_\_\_

Street Address \_\_\_\_\_

City, State, ZIP \_\_\_\_\_

Phone Number \_\_\_\_\_

Age (if under 18) \_\_\_\_\_

I \_\_\_\_\_ hereby promise to abide by Mills County  
(print name here)

Public Library policies and procedures. I will be respectful of others in the library, return books and other materials on time, and agree to pay fines (10 cents per day, per item) for overdue materials checked out on my library card. I understand that, if I let others use my library card, I am responsible for any fines they incur.

\_\_\_\_\_  
(sign name here)

\_\_\_\_\_  
(parent must sign for child under 13)

\_\_\_\_\_  
(today's date)

When you have items ready to be picked up or when you have fines on your card, the library can contact you. Choose the one best way for the library to reach you.

- By e-mail \_\_\_\_\_ (indicate e-mail address)
- By text message \_\_\_\_\_ (indicate phone number)
- By phone message \_\_\_\_\_ (indicate phone number)

