

Start your Child on the Adventure of Learning! Get your Child a Library Card!

Can my child get a St. Louis Public Library card? Yes, if:

- your child lives in the City of St. Louis, or
- attends school or works in the City of St. Louis, or
- lives in St. Louis County or St. Charles County.

Exceptions may apply.

Why should my child have a St. Louis Public Library Card? To check out:

- books and magazines for school, work, and for fun.
- music on cassette and CD, children's videos and DVDs, and CD-ROMs.
- Internet access.

How do I get a Library card for my child?

- **Fill out** the library card application.
- **Decide** whether you want your child to have a restricted or unrestricted Library card.

With a restricted card, your child will only be able to check out materials in our children's collections. With a restricted card, your child may not use an Internet Browsing Computer, but will be able to use reference computers and the Library catalog.

With an unrestricted card, your child will be able to check out any materials in the library except videos that are part of the adult collection. Your child will be able to use library computers, including filtered access to the Internet.

- **Sign and date** the appropriate box on line 6.
- **Return the completed application** to any St. Louis Public Library location with identification showing your name and current address, such as a valid driver's license, a Missouri State ID, or a current voter registration card.

In your absence, your child may bring a current unpaid utility bill or a piece of first class mail (postmarked within 30 days) showing your name and address.

As the parent or guardian, you are responsible for:

- Materials your child borrows from the St. Louis Public Library and fines for overdue, lost, or damaged items.
- Guiding your child's use of the Internet.
- Your child's behavior at the library.

What about the Internet?

- St. Louis Public Library's Internet computers are filtered, to restrict access to sites considered inappropriate for minors, as required by State and Federal laws.
- Reference computers have an electronic protection measure in place.
- Please remember that no electronic protection measure is 100 percent effective. Such measures may allow objectionable information to be accessed. It is the responsibility of parents or legal guardians to monitor the Internet use of their minor children.
- When your child uses St. Louis Public Library's Internet computers, he or she must follow the Library's Internet Policy. Copies of the policy, along with information on supervising your child's Library and Internet use, are available at the Library.

Please sign your child's Library card on the authorized signature line.

Questions? Please call Customer Services at 314-241-2288.

New Replacement

ST. LOUIS PUBLIC LIBRARY CARD APPLICATION - MINOR

17 years of age and under. Exceptions may apply.

PLEASE PRINT

CARDHOLDER NAME

1. Last _____ First _____ Middle _____

2. Current Street Address _____ Post Office Box _____ Date of Birth _____

3. City _____ State _____ Zip _____ Home Phone _____ Name of Legal Guardian _____

4. For minors who qualify for a card based on City school attendance or City employment, indicate information here:

Name of School/Business _____ Address _____ Zip _____

5. TO RECEIVE REQUEST AND OVERDUE NOTICES VIA E-MAIL, PLEASE INDICATE YOUR E-MAIL ADDRESS BELOW:

As the legal guardian, you are encouraged to be involved in your child's reading and use of the library.

6. Please select how you want your child to use St. Louis Public Library:

UNRESTRICTED

I give my child unrestricted access to materials available at St. Louis Public Library. Unrestricted access will allow my child to check out any materials, except videocassettes and DVDs that are part of the adult collection. An Unrestricted card allows filtered Internet use. I will accept responsibility for all St. Louis Public Library materials and computer use assigned to this card.

Signature of Legal Guardian

Date

RESTRICTED

I give my child restricted access to materials available at St. Louis Public Library. Restricted access will allow my child to check out items only from the children's collections. My child may *not* access the Internet at the Library. I will accept responsibility for all St. Louis Public Library materials assigned to this card.

Signature of Legal Guardian

Date

Note: How your child uses the library may be changed at any time by completing a new application.

If you have any questions concerning this application, please contact Customer Services at 314-241-2288. Central Library's address is 1301 Olive St., St. Louis, MO 63103.

STAFF USE ONLY

Circle one code from each category

	REGISTRATION CLASS	CARD TYPE	QUALIFIER		OPTIONS
Initials	Annual City Employee Friend Local Real Estate (City)	Adult Restricted Unrestricted	St. Louis County Other	MRichmond Heights MRock Hill MUniversity City MValley Park St. Charles City-County Webster Groves	_____ _____ _____ _____
Branch	Non-Resident Student Permanent Reciprocal Tax - Reciprocal		MBrentwood MFerguson MKirkwood MMaplewood		_____

LIBRARY CARD NUMBER

WRITE IN 10 DIGIT CARD # HERE _____

The Place to
KNOW BETTER



St. Louis Public Library Basics

How Do I Get a Library Card?

Library cards are free to St. Louis City, St. Louis County, and St. Charles County residents and property owners as well as to persons attending school or working in the City of St. Louis. Others can obtain a card for a fee. Appropriate current identification is required at time of registration. Call Customer Service (314-539-0373) for questions regarding card eligibility.

The Library also has borrowing privileges available for corporations and educational institutions located in the City of St. Louis. Contact Customer Service for details.

Your card can be used at all St. Louis Public Library locations. Most Library cards are valid for one year. Identification must be provided when a card is issued or renewed. Report a lost card promptly!

What May I Borrow?

The St. Louis Public Library has books, magazines, audiocassettes, videos, CDs, CD-ROMs, DVDs, and many other kinds of materials available for borrowing with a valid Library card.

For minors age 17 and under, guardians make the decision on the type of borrowing privileges. *Unrestricted* privileges allow borrowing from adult and juvenile collections and filtered Internet use. *Restricted* privileges only permit borrowing from the juvenile collections and no Internet use. *All minors can only borrow videos or DVDs from the juvenile collections.*

You can place items on request that are listed as *Checked In*, *On Order*, or *On Loan* in the catalog. Requests placed on reference, non-circulating, lost, missing, or charged items *will not* be filled. To place a request, you need your Library card and a personal identification number (PIN). For items not owned by the St. Louis Public Library, you may be able to borrow them from another library system via our *Interlibrary Loan* (ILL) service. ILL forms are available at all locations. Contact Film Library (314-241-0478) to request films listed as *Public Performance* in the catalog.

How Long Can I Keep Library Materials?

All circulating items are loaned for a three-week period – except videos and DVDs which are loaned for a one-week period.

Materials are overdue if not returned or renewed by the date due. Items left in the bookdrop must be returned before 8 a.m. the next day to be considered on time.

Most materials may be renewed up to three times unless they are on request for other customers. Renew materials in person, by phone (314-539-0373), or online at www.slpl.org. Call 314-539-0322 to renew materials borrowed through ILL.

Where Can I Return Library Materials?

Most items can be returned either in person or in bookdrops to any St. Louis Public Library, St. Louis County Library, Municipal Library Consortium (libraries of Brentwood, Ferguson, Kirkwood, Maplewood, Richmond Heights, Rock Hill, University City, Valley Park, and Webster Groves), or St. Charles City-County Library location.

Large toys must be returned to Central Library. Deposit collections should be returned to the lending Branch.



What Happens if I am Late Returning an Item?

ADULT CARDS – Fines on most items are 5 cents per day with a \$3.00 maximum per item. Paperbacks reach a 50 cents maximum per item.

MINOR CARDS – Fines on most items are 5 cents per day per item with a 50 cents maximum per item.

Fines on videos, DVDs, book boxes, book bags, and toys are \$1.00 per day, per item, with a \$10.00 maximum on adult cards per item and \$5.00 maximum on minor cards per item.

You can continue to check out materials until fines reach \$15.00. You are responsible for all items **and fines** on your card. The Library is not responsible for damage to AV equipment or computers when using Library materials.

How Can I Book a Computer?

Computers that offer Internet access, word processing, and other software are available at all locations except Charing Cross and Marketplace. Use our self-service booking system to schedule a computer at any Branch or contact our Call Center (314-206-6702). A PIN is required for this computer use. Reference computers do not require a card to use.

Visitors to the City of St. Louis may take advantage of our two-week computer pass. Identification is required.

How Do I Get a PIN?

Some functions such as requesting or renewing materials, checking *Your Account*, use of some computers, or access to some databases require a four-digit PIN as well as your St. Louis Public Library card number. If you would like a PIN, you may request it when you apply for your card.

If you don't know your PIN, want to change it, or need to have one assigned, contact Customer Service or your Branch Library. Have your Library card ready as staff will need this information.

How Can I Contact the Library?

Customer Service – 314-539-0373

Call for telephone renewals, PINs, Library card information, and questions concerning your account.

Information Center – 314-539-0370

Call for requests by phone; catalog information.

QUIC Reference – 314-539-0350

Call for quick answers to quick questions; Branch or Department information.

TDD/TTY – 314-539-0364

Telephone Device for the Deaf.

Call Center – 314-206-6702

Call to book a computer.

WebRef – webref@slpl.org

E-mail reference assistance; ask questions related to programs or services.

Website – www.slpl.org

Access Library catalog, Your Account, live chat, databases, virtual exhibits, Electronic City Hall, and more.

