Park Hills Public Library

Check Out Policy

Library Card Information:

1. Must be a resident (within the city limits) or property owner in Park Hills.
2. All applicants must supply in writing current proof of address.
3. Property owners must show a current tax receipt.
4. All applicants must have photo identification.
5. All applicants must supply a valid email address.
6. All applicants must supply a social security or driver’s license number.
7. All residents of Park Hills are eligible for a free card.
8. All applicants must be 5 years of age.
9. Minors 14 years and under must be accompanied by their parent or legal guardian when applying for a card.
10. Young adults, ages 15-17 yrs. may apply for a card using their current school report card or registration as proof of address.
11. A form letter will be mailed to parents of young adults, ages 15-17 to inform them of their son or daughter’s application for a card.
12. All students of the Central School District will receive a free card.
13. Teachers of the Central School District will receive a free card.
14. Park Hills City Employees will receive a free card.
15. Senior citizens 55 yrs. and older will receive a free card.
16. All MAC students living on campus will receive a free card.
17. Non-residents will be charged an annual fee of $5.00 per family.
18. Non-resident, who are unrelated but reside in the same household will each be charged a separate annual $5.00 fee.
19. An Out of County card will be issued to anyone living outside of St. Francois County. This card is strictly for computer/wi-fi usage and for MOLIB@GO eBooks. No library materials will be checked out. A $10.00 annual fee will be charged per household and separate $10.00 fees will be charged to persons living together but who are unrelated.
20. All cards will be issued the same day they are applied for.
21. Patrons should present their cards when checking out.
22. In-order for a friend or family member to use a patron’s card they must have the card in their possession, no exceptions. The library patron will be responsible for all materials checked out
23. All library materials are checked out for a two -week period, with the exception of DVD’s that are overnight checkout. An exception will be made on DVD’s that are checkout on a Friday. These DVD will be due the following Monday by closing.
24. Library staff will not be held responsible for the content of books or materials borrowed by children under the age of 18. This is the responsibility of the parent or legal guardian.