

## **Provisional Courtesy Card**

Individuals who are not current SIU Carbondale students, faculty, or staff may purchase a Provisional *Courtesy Card* to obtain local privileges in Morris Library. **This card ONLY provides access to our physical collection – no online resources.**

To obtain a courtesy card, you will need to provide a copy of a valid, current government issued photo ID (driver's license, state ID, passport, or military ID) and have a permanent residence. A current phone number or active email address is also required. Applicants must be 18 years or older; for children ages 12-18, a parent or legal guardian must sign the application form to assume responsibility for activities, fines and fees associated with card use. Courtesy cards may only be used by the person whose name is on the card. Sharing your card will result in your borrowing privileges being revoked without refund. We accept payment by check, money order, or major credit card.

To purchase a courtesy card:

1. Download and complete this application.
2. Send the completed form and a copy of a current government issued ID to Marissa Ellermann at [mellermann@lib.siu.edu](mailto:mellermann@lib.siu.edu).
3. Call to pay by phone (618-453-1455, M-F, 9 am – 4 pm) or mail a check/money order payable to SIUC to Morris Library, 605 Agriculture Drive, Carbondale, IL 62901. Wait for email response to schedule a time to pay by phone. You can alternatively mail a check or money order to the library. The address is at the bottom of this form.
4. Once payment is processed, your card will either be mailed to your home address or held for pickup.

### **Individual**

6 months for \$25; 1 year for \$45

- Borrowing privileges for library materials that circulate; 4 weeks loan period for books, 1 day loan period for journals.
- No I-Share borrowing privileges are included.

### **Reduced Cost Courtesy Cards**

Certain categories of users qualify for a free individual courtesy card upon verification of status. Qualifying groups are as follows:

- Spouse or domestic partner of student, faculty, or staff at SIUC – free with spouse/domestic partner card from HR for *faculty/staff*; *students* may present a Family Identification Card from Non-Traditional Student Services.
- Student or employee of John A. Logan College-- *Students* get a free card for the current semester upon enrollment verification (must be able to show a class schedule online or with a printout). *Faculty or staff* are eligible for a 50% discounted courtesycard upon current employment verification by the JALC Payroll Office. Effective dates for cards depend on the semester: Spring is Dec. 16 to May 31, Summer is May 16 to Aug 31, and Fall is Aug. 16 to Dec 31.

- SIU School of Medicine Volunteer Faculty – free with current contract from SOM.
- Friend of Morris Library - Free 6-month courtesy card for ‘Good Friend’; free 12-month card for ‘Best Friend’.

Expiration dates on free courtesy cards will match the expiration date on the card, letter, or other documentation provided by the user and are subject to verification. Student Spouse/Partner cards and John A. Logan courtesy cards are issued for the current semester and must be renewed each semester.

# Courtesy Card Application Form

I want to be a Morris Library Courtesy Card Patron (please check one)  
6 months for \$25 \_\_\_\_\_ 1 year for \$45 \_\_\_\_\_

I qualify for a free Morris Library Courtesy Card. (please check one)

## Courtesy Card Guidelines

When you sign up for a Courtesy Card from Morris Library, you agree to the following terms:

1. Individual courtesy cards entitle only the individual named on the account to use Morris Library services. If the card is used by anyone else, the card will be cancelled without refund.
2. Report lost cards to the Circulation Desk immediately.
3. Courtesy card holders are responsible for payment of fines or fees associated with services requested through the account.
4. Courtesy card fees are non-refundable.
5. Keep the Circulation Desk aware of current mail, email, and phone contact information.
6. Abide by Morris Library circulation policies and amendments as approved by the SIU Board of Trustees.
7. Adhere to all established policies (<http://lib.siu.edu/abt/policies>) for Morris Library and "reasonable standards of conduct" as outlined in the SIU Student Conduct Code to maintain courtesy card privileges.
8. Courtesy Card users must be 18 years or older. For children ages 12-18 to obtain a courtesy card, a parent or legal guardian must sign the application form in person at the Circulation Desk to assume responsibility for activities, fines, and fees associated with card use.

\_\_\_\_\_  
Name (Printed) SIU ID # \_\_\_\_\_  
(former student/employee)

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip Code

\_\_\_\_\_  
E-Mail Phone

**I have read and agree with the Courtesy Card Guidelines stated above.**

\_\_\_\_\_  
Signature Date Parent/Guardian Signature (if under 18)

**All checks/money orders should be made payable to SIUC. We also accept cash (any time) or major credit cards (Mon-Fri, 8:30-4).**

Staff Use Only -----

- |   |  |
|---|--|
| <input type="checkbox"/> John A Logan Student (\$0)                     | <input type="checkbox"/> 'Best Friend' of Morris Library (12-month, \$0) |
| <input type="checkbox"/> School of Medicine Volunteer Faculty (\$0)     | <input type="checkbox"/> Fac/Staff/Student Spouse or Partner (\$0)       |
| <input type="checkbox"/> 'Good Friend' of Morris Library (6-month, \$0) | <input type="checkbox"/> Other   |

\_\_\_\_\_  
Library ID Computer Login Name of Library Employee

\_\_\_\_\_  
Expiration Date Computer Password