

Courtesy Card

Individuals and companies who are not current SIU Carbondale students, faculty, or staff may purchase a *Courtesy Card* to obtain local privileges in Morris Library. Stop by the Circulation Services Desk to apply or print the online application, fill it out, and bring it to the Circulation Services Desk the next time you visit. You will need to present a valid, current government issued photo ID (driver's license, state ID, passport, or military ID) and have a permanent residence. Either a current phone number or active email address is also required. Applicants 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. We accept payment by cash, check, money order, or major credit card.

There are two categories of Courtesy Cards: Individual and Research.

Individual Courtesy Cards may **only** be used by the person whose name is on the card. Sharing your card or login will result in your login and borrowing privileges being revoked without refund.

Individual

1 month for \$15; 6 months for \$50; 1 year for \$90

- Borrowing privileges for library materials that circulate; 4 weeks loan period for books, 1 day loan period for journals.
- Internet access and online resource access at SIU desktop terminals inside Morris Library. **No Wi-Fi access is included.**
- No I-Share borrowing privileges are included.

Research

6 months for \$500; 1 year for \$750

- Borrowing privileges for library materials that circulate; 4 week loan period for books, 1 day loan period for journals.
- Internet access and online resource access at SIU desktop terminals inside Morris Library. **No Wi-Fi access is included.**
- Up to 24 interlibrary loans per year; additional loans are available at a per transaction rate, but no I-Share privileges.
- Up to 5 courtesy cards

Reduced Cost Courtesy Cards

Certain categories of users qualify for a free or 50% discounted individual courtesy card upon verification of status. There is no discount on the 1 month card.

- Alumni Association member – 50% discount with a current membership card.
- Community Listener and Learning in Retirement – 50% discount with a valid card from Conference and Scheduling Services.
- 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 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 courtesy card 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 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 application form to use Morris Library services because of licensing restrictions. If the card or login credentials are used by anyone else, the card and all access 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. Not paying fees could result in the card being revoked.
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/library-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.

Courtesy Card Application Form

- I want to be a Morris Library Courtesy Card Patron (please check one)
1 month for \$15 _____ OR 6 months for \$50 _____ OR 1 year for \$90 _____
(no discounts)
- I want to be a Corporate/Research Courtesy Card Patron (please check one)
6 months for \$500 _____ OR 1 year for \$750 _____
- I qualify for a free or discounted Morris Library Courtesy Card. (please check one)
6 months for \$25 _____ 1 year for \$45 _____ Free _____

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 or login credentials are used by anyone else, the card and login 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"/> Alumni Assoc. member (50% off) | <input type="checkbox"/> John A Logan Student (\$0) |
| <input type="checkbox"/> Community Listener or Learning in Retirement (50% off) | <input type="checkbox"/> John A Logan Faculty or Staff (50% off) |
| <input type="checkbox"/> Fac/Staff/Student Spouse or Partner (\$0) | <input type="checkbox"/> School of Medicine Volunteer Faculty (\$0) |
| <input type="checkbox"/> Corporate/Research Card | <input type="checkbox"/> 'Good Friend' of Morris Library (6-month, \$0) |
| <input type="checkbox"/> Other | <input type="checkbox"/> 'Best Friend' of Morris Library (12-month, \$0) |
| | <input type="checkbox"/> General |

Library ID Computer Login _____ Name of Library Employee _____

Expiration Date Computer Password _____

10/3/2017

Morris Library, Southern Illinois University