

Morris Library-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 12 years or older. To obtain a courtesy card for children ages 12-18, 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. Additionally, the User Conduct Policy for minors must be observed for children under 18. 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 year for \$25

- 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

Free Courtesy Cards

Certain categories of users qualify for a free individual courtesy card upon verification of status.

- 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). 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 12-month '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 are for 1 year 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 12 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-Morris Library SIUC

- ☐ I want to be a Morris Library Courtesy Card Patron
1 year for \$25 _____
- ☐ I qualify for a free Morris Library Courtesy Card
Free _____
- ☐ I want to be a Corporate/Research Courtesy Card Patron (please check one)
6 months for \$500 _____ OR 1 year for \$750 _____

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 12-17 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)

Staff Use Only _____

- | | |
|--|---|
| ☐ General | ☐ John A Logan Student (\$0) |
| ☐ Fac/Staff/Student Spouse or Partner (\$0) | ☐ School of Medicine Volunteer Faculty (\$0) |
| ☐ Corporate/Research Card | ☐ Best Friend' of Morris Library (12-month, \$0) |

Library ID 9LibCC _____
Computer Login Name of Library Employee

Expiration Date MorrisCourtesy@ _____
1/22/2024 Computer Password

Morris Library, Southern Illinois University