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**APPLICATION**

**FOR A**

**MISSISSIPPI LIBRARY COMMISSION**

**LIBRARY CARD**

**FOR**

**STATE EMPLOYEES**

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**MISSISSIPPI LIBRARY COMMISSION**

**LIBRARY CARD INFORMATION**

**INDIVIDUALS**

 **STATE EMPLOYEES**

**Library Collection**:

The collection of the Library Commission is developed to meet the information needs of the library community, state government, and people with visual impairments and physical disabilities and individuals researching intellectual property. The Primary Resource Library contains books, large print books, periodicals, audiovisuals, and electronic resources to meet these needs.

Individuals also desiring access to specialized library services offered to those with visual impairments or physical disabilities, such as talking books, Braille, and large print books by mail, must complete a separate application form and meet additional eligibility requirements.

**Eligibility for a Library Commission Library Card**:

State employees: Commission staff may confirm employment with the State agency prior to issuing or renewing the card.

Intellectual Property Researchers: Intellectual property researchers may utilize the resources of the Patent and Trademark collections on the Library Commission premises without obtaining a Library Commission library card. Researchers wishing to borrow patent related materials must obtain a Library Commission library card following the same requirements as set forth for the general public.

General Public: Members of the general public may use library resources, but must obtain a Library Commission library card to check out materials.

*Adults:* Individuals age seventeen (17) and over who are registered borrowers in good standing from any Mississippi public library system may obtain a Library Commission library card. A valid local library card from a Mississippi public library, issued in the same name, and another form of photo identification must be presented at the time application is made for a Library Commission library card. The Library Commission reserves the right to contact the issuing public library to verify standing.

*Children:* Children age sixteen (16) and under must be accompanied by an adult when using the resources of the Library Commission. Children, with the exception of children who are eligible users of the Blind and Physically Handicapped Collection, are not allowed to check out materials.

**Services Provided:**

1. Circulation of Library Materials:

Non-circulating material may not be borrowed by individuals, but may be loaned to other libraries via interlibrary loan for use within the borrowing library.

2. Reference Services:

Reference librarians are available to assist individuals in using the collections and to respond to questions received in person or by mail, telephone, fax, or email from State employees and officials, other libraries, and the general public. Staff provides in-depth assistance to libraries and State government for job-related inquiries. Photocopies, printouts, and circulating materials may be mailed to the employee’s office address or picked-up in person at the Library Commission premises. Materials will not be mailed to the employee’s home address. The Library Commission will not mail circulating materials directly to the general public. Circulating materials may be checked out in person to eligible users or requested through the interlibrary loan services of a local library.

3. Interlibrary Loan Lending Services:

Materials in the Library Commission’s Primary Resource Collection are available for interlibrary loan to public, university, community or junior college, school, and special libraries. Individuals unable to visit the Commission in person to check out materials may contact their local library to request a loan of materials from the Library Commission’s Primary Resource Collection.

4. Interlibrary Loan Borrowing Services:

When requests from state employees for specific material cannot be met within the Primary Resource Library Collection, the Library Commission will borrow the material from another library through interlibrary loan. Such materials may be picked up at the Library Commission or mailed to a state government work address.

5. Public Computer Resources

Certain designated Library Commission public access computers may be used to access the agency’s online catalogs, the Internet, and other databases in order to conduct research. Users shall adhere to the Library Commission’s Internet Usage policies.

The Library Commission may make a limited number of laptop computers, with wireless access to the Internet, available for check-out for use only within the Library Commission premises. To check out laptop computer, an individual must present a valid Library Commission library card, must sign a laptop computer borrower agreement, and must present a state-issued photo identification which may be retained while laptop is on loan.

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**MISSISSIPPI LIBRARY COMMISSION**

**USE AND CONDUCT**

**INDIVIDUALS**

**AND**

 **STATE EMPLOYEES**

1. Users are responsible for informing the Library Commission of any changes in address, telephone number and other contact information provided on the application. State employees are also required to notify the Library Commission in the event of a change of employers or departure from state service.

2. Users are responsible for payment of any fines assessed due to late return. Individuals with overdue materials may not borrow additional material until overdue materials are returned and fines have been paid in full.

3. Users shall be charged repair or replacement costs in the event of damage to or loss of materials due to negligence. Individuals owing charges for lost or damaged materials may not borrow additional materials until such charges have been paid in full. The Library Commission cannot refund payments for materials later found and returned.

Removal of library materials from the library without authorization is prohibited and is subject to legal action. Willful mutilation of library materials is prohibited and is subject to legal action. (§39-3-303 to 39-3-313)

4. Users are responsible for accessed costs for use of the Library Commission photocopy and computer printing equipment.

5. The Mississippi Library Commission (MLC) has adopted a code of use and proper conduct conducive to the appropriate use of its services and facilities, while at the same time insuring the safety of users and staff, and the protection of MLC’s resources and facilities.

**All users are entitled to:**

* courteous assistance from knowledgeable staff
* access to library resources
* a quiet research environment
* a clean and safe facility

**All users have the obligation to:**

* + - interact courteously with other users and staff
		- maintain accessibility of library materials by checking out & returning library materials
		- properly maintain a quiet environment while in the facility
		- abide by the Code of Use and Conduct

**General Prohibitions**

* Users must be engaged in activities associated with the appropriate and permitted use of the agency while in the building. Loitering is prohibited.
* Users must not interfere with an employee’s performance of his/her duties.
* Children age sixteen (16) and under must be accompanied by an adult when using the resources of MLC. Parents or guardians are responsible for the conduct and safety of the children.
* Smoking and the use of any tobacco product within the facilities or within 20 feet of the entrances of the facility are prohibited. Users who wish to use tobacco must do so in designated areas.
* No animals, except those used to assist individuals with disabilities, are allowed in the facilities.
* Demands on phones lines will be restricted to emergencies – such as requests for hospital or ambulance services.
* Users will be paged only in case of emergency.
* MLC does not have facilities for the secure storage of personal property of users and will not under any circumstances take responsibility for such property or take responsibility for theft of personal property in the facilities.
* MLC reserves the right to request users to open any bags, purses, packages for anti-theft inspection.

**Disruptive Behavior**

Behaviors or activities which are incompatible with the use of the facility or infringe upon the rights of other users are prohibited. Prohibited activities and behaviors include, but are not limited to:

* Entering the facilities without a shirt or shoes
* Soliciting users or staff for donations, purchases, etc.
* Buying or selling goods or services of any kind
* Distributing materials, petitions, or conducting surveys to users & staff
* Interfering with another person’s use of the facility or with staff performance of duties
* Abusing, intimidating or threatening other users or the staff
* Creating disturbances with loud talking or excessive noises
* Disruptive use of cell phone or other electronics
* Using audible radios or other sound generating devices
* Using obscene, profane, suggestive, or abusive acts and/or language
* Engaging in any sexual activities, including harassment or indecent exposure
* Consuming or being under the influence of alcohol or illegal drugs
* Carrying unauthorized firearms or other weapons of any kind
* Fighting or other rowdy behavior
* Disturbing others with strong odors, e.g. perfumes or unsanitary personal bodily hygiene
* Moving the furnishings, standing on or putting feet on any of the furnishings or walls
* Bathing, shaving, washing clothes, or otherwise misusing restrooms
* Refusing to leave the facilities in a timely fashion at closing

**Damage to Materials, Property & Equipment**

Activities or behaviors which will damage property, equipment or collections as defined by vandalism is prohibited. Prohibited activities and behaviors include, but are not limited to:

* Damaging, mutilating, or otherwise destroying library materials (*Mississippi Code of 1972, Revised*, §39-3-301 – §39-3-313 (Library Materials Security)
* Cutting, tearing, defacing, or intentionally damaging the facilities and furnishings
* Maliciously accessing, altering, damaging, tampering with, or destroying any computer, program, or other equipment

**Consequences of Failure to Comply With the Code of Use and Conduct**

If you are confronted with the violation of any of these rules, please inform a staff member immediately. The rules will be courteously, but firmly, enforced by the staff. Failure to comply with this code of use and conduct may result in one or more of the following actions:

1. The individual(s) may be instructed to leave the premises.
2. The individual(s) may be immediately suspended from use of MLC’s resources.
3. The individual(s) may be subject to enforcement by security personnel and/or the police department.
4. Repeated violations of the rules of conduct may result in suspension of services and/or denial of access to the Library Commission.

**Liability:**

The Library Commission is not responsible for damages, direct or indirect, or for any liability that may arise from any user’s use of the agency’s library resources.

For More Information on Services of the Library Commission

or to view our online catalogs, see our web page at [www.mlc.lib.ms.us](http://www.mlc.lib.ms.us)

**MISSISSIPPI LIBRARY COMMISSION**

**PRIMARY RESOURCE LIBRARY CARD REGISTRATION FORM**

**STATE EMPLOYEES**

**Print clearly:**

**NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Last First Middle**

 Agency Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Agency Address:

 Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Street: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 P.O. Box: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 City/State/Zip Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Telephone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Fax Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Employee E-mail Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Home Address:

Street: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 P.O. Box: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 City/State/Zip Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Telephone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 E-mail Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Statement of Responsibility**

**I HAVE RECEIVED A COPY OF THE APPLICATION FOR A LIBRARY CARD, AND HAVE READ AND AGREE TO COMPLY WITH ALL OF ITS TERMS.**

**SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**To be completed by MLC**

Date Received: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Local public library card verification: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Profile Name to be assigned: \_\_\_\_ StateEmp \_\_\_\_Leg \_\_\_GenPublic \_\_\_Staff \_\_\_\_Other

User Cat1 Class to be assigned: \_\_\_\_\_\_\_\_\_\_\_\_\_ User ID Number Assigned: Barcode: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Form accepted by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_