

Mid-Mississippi Regional Library System Library Card Registration of Minor Children



RESPONSIBILITY OF PARENTS

The following policies and procedures for registering minor children for a Mid-Mississippi Regional Library System card have been taken from the *Circulation and Retrieval Policies and Procedures for the Mid-Mississippi Regional Library System* adopted by the MMRLS Board of Trustees.

A parent/legal guardian must sign the registration card for any minor child applying for a library card. Signed registration cards will be on file in the library until such a time that the parent/legal guardian wishes to have his/her minor child's borrowing privileges terminated. All information on the minor child's registration card will be entered into the child's account in the library's automated circulation system.

This card, when signed, signifies that the parent/legal guardian has been made aware of and agrees to the following:

- The parent/legal guardian agrees to all MMRLS Circulation Policies and Procedures.
- The parent/legal guardian, signing the registration card, is assuming responsibility for all items checked out on the minor child's account.
- Library staff cannot censor materials being checked out by anyone.
- Library staff cannot act in the role of "in loco parentis" (in the place of the parent).
- The library system is required to comply with Mississippi Law Sec. 39-3-365 of the Mississippi Code related to the confidentiality of library user records. Library staff will only be able to tell a parent/legal guardian how many items their child has checked out, but not the titles, **unless the items become overdue or there is a fine attached to the item.**
- The child, in the presence of the parent/legal guardian, will be asked to select a 4-digit PIN when the new library card is issued. This number will give the child access to their account in the automated circulation system's Online Catalog. The PIN will be written on the child's registration card.
- The PIN will also give the child access to the public computers if the parent/legal guardian has signed for the child to be a computer user. If the parent/legal guardian does not wish the child to be a computer user, library staff will select "NO COMPUTER" on the child's account in the automation system.

- Information related to the child's PIN will only be given to the child, in person, with proof of identification. The PIN will not be given over the telephone. Only the child will be able change the PIN.
- Minor children may choose to allow their parent/legal guardian access to their library card to checkout materials for the minor child only. Library staff cannot give the parent/legal guardian the PIN associated with the child's account or any information related to what the child has checked out on their account other than the number of items unless the items are overdue. Once an item becomes overdue, library staff can tell the parent/legal guardian the title of each item that is overdue or each item that has a fine attached to it. The only way a parent/legal guardian can have access to information on the minor child's account, other than information related to overdue materials and fines, is if the child gives the parent/legal guardian their account's PIN. The parent/legal guardian would then only have access to the information related to the child's account through the Online Catalog.