



105 West Boone St.  
Marshalltown, IA 50158  
Tel (641) 754-5738  
Fax (641) 754-5708  
mtownlibrary@yahoo.com

Dear Parent(s):

Your child will be visiting the public library with his or her class on \_\_\_\_\_. This is a great time to get your child his or her own library card. If you would like us to set up a library card for your student simply fill in the information below and **return it to your child's teacher**. NEW library cards are free, and a great gift you can give your child. *Note: Library cards from the old building still work in the new building.*

If your child *already* had a card and lost it, it costs just \$1.00 to get a new one. When a child comes with a school class, we will look up the kids' names on our system (even if they forgot their library cards at home), and allow them to check out.

If you prefer your child check out on your card, you must send that card with your child. We are unable to look up any names other than the child's own during their library visit.

The free check-out period for books is three weeks from the date of check-out. Please call the library at 754-5738 to renew if you need more time, or return the items in our inside or outside return box. There is a 20 cent per item per day charge for late items. If your child owes more than \$10.00 on his or her library card, it must be paid below \$10.00 before he or she can check out again. If you're not sure if your child has a library card, or want to check for any overdue fines, etc. feel free to call the library at 754-5738 and ask for youth staff Joa LaVille or Teresa Hannam.

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## LIBRARY CARD APPLICATION for YOUTH

This form must be returned **to your child's teacher BEFORE** your library visit.

Name of Child \_\_\_\_\_

Address \_\_\_\_\_

Phone: \_\_\_\_\_ Child's Birthdate (with year) \_\_\_\_\_

Parent's Signature: \_\_\_\_\_

Parent's Name Printed: \_\_\_\_\_

PIN # (a four digit number of your choice that can be used to view your child's account online. This number is also needed to use the library's public access computers): \_\_\_\_\_

[www.marshalltownlibrary.org](http://www.marshalltownlibrary.org)