USING YOUR MISSOURI STATE LIBRARY CARD
INFORMATION FOR PUBLIC LIBRARY DIRECTORS AND BRANCH MANAGERS

To request materials from the Missouri State Library’s collections, search our online catalog at http://arthur.searchmobius.org/search~S6.

FINDING ITEMS

Once in the catalog, you can enter basic online search queries to find materials.

REQUESTING ITEMS

When you have found an item you would like to have delivered to you, click on the Request link and fill in the following form.

REQUEST FORM ESSENTIALS:

- When filling out the request form, enter your library card number followed by the letter “m” in the “ID + Location Code” field of the form – this is needed in order for the request to be processed correctly. Example: 11112222333344m

- Leave the pickup location defaulted to Missouri State Library.
RECEIVING, RETURNING and GENERAL BORROWING INFORMATION

How many cards can my library request?
- MOSL will issue **one** card per library location or outlet.

Who is responsible for the card and the borrowed items?
- The library card will be issued in the name of the library director or branch manager. Directors and branch managers are encouraged to borrow items for use by any of their library’s staff with this card.
- The cardholder is responsible for any item that is not returned.
- Cardholders will be charged full replacement cost for lost materials.

Why do you need my direct phone number and direct email address?
- Courtesy notices and overdue notices are machine generated and sent directly to email addresses.

When does my library card expire?
- Library cards are valid for one year. After one year, an expiration notice will be sent to you, and you may choose to renew your card at that time.

What kinds of items are available?
- Books, some federal and state documents, some media.

How long can items be checked out?
- 28 days with two renewals.

How many items can I check out at one time?
- 25 print and media items may be checked out at one time.

What if I see an item in another Arthur library or MOBIUS library that I would like to borrow?
- Direct borrowing privileges with other Arthur or MOBIUS libraries are not available to public library cardholders.

How is Direct Borrowing different from Interlibrary Loan?
- Using a MOSL library card is more efficient:
  - No need to fill out an ILL form.
  - No burden on staff to process the ILL request.
  - Save delivery charges.
  - Potentially keep the item longer.

- Using a MOSL library card is faster:
  - Request an item online and receive it through 1st Choice courier delivery.

What if I don’t have 1st Choice Courier Service?
- We will send the item using UPS; cardholder is responsible for return postage.

How do I renew my books?
- Renew within the My Library Account section of the catalog, [https://arthur.searchmobius.org/patroninfo](https://arthur.searchmobius.org/patroninfo).

How do I contact you with questions or concerns?
- Call us at 573.751.3615 or email us at libref@sos.mo.gov.

Thank you, and enjoy the collections!