



**PLEASE NOTE:
CURRENT AND NEW POLICIES**



Library Open:

Monday – Friday 9:00a.m. – 6p.m.

Closed Saturday and Sunday

(Drop Box located outside of Library for your convenience.

Please make every effort not to leave CDs or DVDs in Drop Box.)

EATING AND/OR DRINKING IN LIBRARY

- **ABSOLUTELY NO EATING IN LIBRARY**

- **DRINKING IN LIBRARY**
 - You may bring **bottled water only** in library.

LIBRARY CARDS

- If you do not have your library card, we will **not** look up your numbers.
- You may not use another person's card to access library privileges. If you are caught doing so, your privileges will be suspended.
- If you allow someone else to use your card, and it is discovered, you will lose your privileges.
- If you have lost your library card, you must get a new one for \$2.00 (\$1.00 for Senior Citizens 65 or over).
- If you need to apply for a card: Texas issued DL or ID.
- If your ID is outside of Texas, a \$25.00 fee will apply.

DRESS CODE

- You must be appropriately and decently dressed
- No Shoes, no shirt, no entry

INTERNET USAGE (See Full Policy for more details)

- Age restrictions 12 and under must have parent sit with them.
- Computers are filtered and monitored per Child Internet Protection Laws
- 1-hour session only
- May only be extended if prior request to librarian and only if it is for research, testing, or school project.

- No extensions for game social sites or game playing, etc.

LOITERING (RESTROOM AND WATER FOUNTAIN)

- The library is a public building and therefore you are entitled to enter and use the restroom and/or get a drink from the water fountain.
- You may not hang in the library unless you are using other facilities (Age restrictions apply-see age restrictions below:
- No child under 14 may be unattended in the library. Child may come with sibling 16 or older, but must remain with the sibling for the entire time.

CHECKING OUT MATERIALS

- **Adults**
 - Limit 5 items
 - Limit 2 DVDs or CDs
 - May renew materials 1 time
- **Children (under 18)**
 - Limit 3 items
 - No DVDs or CDs
 - Same renewals apply

FINES

- \$.15 per item per day for overdue printed materials
 - Maximum fines
 - Adult and Children's hard covers, and softcovers - \$10.00
 - Adult and Children's mass market paperbacks - \$5.00
- \$1.00 per item per day for DVDs and CDs
 - CDs and DVDs – 20.00
- Fines apply to all family members
- Failure to pay fines will result in loss of all library privileges until fines are paid
- Lost DVD and CD cases
 - DVD - \$5.00 plus \$2.00 processing fee
 - CD - \$5.00 plus \$2.00 processing fee
- Missing or torn Barcodes and Dust Jackets
 - Barcodes - \$2.00
 - Dust Jacket - \$3.50

OTHER SERVICES AND FEES

- Printouts
 - \$.20 per page
 - Maximum 10
- Copies

- \$.20 per page
- Maximum 25

Claiming Returned or Never Had

- You will be asked to look for material, and all three library staff will search for material.
- If not found, you will be responsible to paying for material.
- If found within sixty days in good condition, or if library staff finds in library, you will be reimbursed.
- If you find, you will still be responsible for late fees.

DONATING ITEMS:

- See separate donation acceptance sheet

LIBRARY PHONES

- There are no phones available for the general public.
- Library Phones are for business use only

CONFIDENTIALITY

- We will not give out any information about any patron without proper court ordered papers.
- We will neither confirm nor deny that any patron is in the library or has been to the library

- We will not take or deliver messages for any patron.
- We will not deliver any messages from a patron to anyone.

TOBACCO, GUNS OR OTHER WEAPONS

- This library is a **tobacco free zone**.
- **Do not** put your cigarette butts in flower pots, or on the ground outside. If you want to smoke or dip outside, be sure you bring something to collect your remains.
- **If you are under 18, you are breaking the law**, and this will be a police matter.
- This is a **weapon free zone.....ZERO TOLERANCE.....**Police will be called.