

### **LIBRARY HOURS**

Monday through Thursday 9 a.m. to 8 p.m.  
Friday 9 a.m. to 5 p.m.  
Saturday 9 a.m. to 3 p.m.

### **PATRON REGISTRATION**

Proof of ID with name, current address, and either a driver's license or state ID card is required when applying for a library card. If you don't have this, a photo ID and one of the following will be accepted: your checkbook with name and current address, a lease with name and current address, or a piece of current postmarked mail. Children need to be 10 years old to apply and a parent/guardian signature is required for applicants under 18.

### **LOAN PERIODS**

Adult Books	3 weeks
Adult New Arrivals	3 weeks
Large Print Books	3 weeks
Children's Books	3 weeks
Music CD's	3 weeks
Audio Cassettes	3 weeks
Audio Books	3 weeks
Book & Tape Kits	3 weeks
Magazines	3 weeks
Video Cassettes	1 week

### **RENEWALS**

All library materials may be renewed once unless there is a reserve placed on the item.

### **OVERDUE FINES**

Video Cassettes	\$1.00 a day per title
All Other Materials	10 cents a day

Patrons may accrue up to \$2.00 in overdue fines and bills before their borrowing privileges will be denied.

### **RETURNS**

Overdue materials should be returned to the staff person at the front desk. Other library materials may be returned through the book and audio/visual drops by the front desk or outside on the south side of the building.

### **RESERVES**

Patrons may request that a reserve be put on an item not found on the shelf.

### **VIDEO LOAN PROCEDURES**

5 videos may be checked out for 1 week.  
Borrowers must be 18 or older.  
\$2.00 overdue fines per video per day.  
\$1.00 fine if the video is not rewound.

### **REFERENCE MATERIALS**

Microfilm, newspapers, reference materials, and the current issue of the adult magazines must be used in the library. Photocopies may be made of reference materials for a minimal charge.

### **INTERLIBRARY LOANS**

If the library doesn't have the material you need, we'll check with other libraries. Please ask at the front desk. Loan periods may vary, and there could be a charge for postage.

### **INTERNET USE**

Internet access is provided for registered borrowers. All users must have an Internet Acceptable Use Agreement on file.

### **STUDY/MEETING ROOMS**

Information regarding use of library study and meeting rooms is available at the front desk.

### **GENEALOGY AND LOCAL HISTORY**

Census records and back issues of local newspapers are available on microfilm as well as other archival material in the Heritage Room.

### **OTHER SERVICES PROVIDED**

Computers, typewriters, a photocopier, and microfilm reader/printer. Toddler Times for parents and their 2 & 3 year olds. Story times for 4 & 5 year olds. Summer reading programs for children pre-school through 8<sup>th</sup> grade. Information on additional programs for children and adults is available at the front desk.

### **TOURS FOR ADULTS AND CHILDREN**

Tours of the library are available and may be tailored to fit each group's interests.

### **ADA ASSISTANCE**

Staff will provide assistance with materials, machines, and services. A wheelchair and Clearview Reader are available upon request.

### **REPLACEMENT COSTS FOR LOST OR DAMAGED MATERIALS**

Replacement costs for lost or damaged materials are listed below.

Hard Cover Adult Non-Fiction	\$30.00
Paperback Adult Non-Fiction	\$20.00
Hard Cover Adult Fiction	\$25.00
Hard Cover Large Print	\$20.00
Paperback Large Print	\$15.00
Adult Paperback Fiction	\$ 5.00
Audio Cassettes/Kits	\$15.00
Audio & Music CD's	\$15.00
Audio Books	\$25.00
Videos	\$20.00
Children's Hard Covers	\$18.00
Children's Paperbacks	\$ 5.00
Children's Board Books	\$ 5.00
Magazines	\$ 4.00
Library Card Replacement	\$ 1.00

### **COSTS FOR DAMAGED MATERIALS**

Scribbled Pages	50 cents per page
Torn Pages or Pockets	\$ 1.00 per page
Other damage to Books & Materials	\$ 3.00