

February 2014

WELCOME TO YOUR LIBRARY!

Application for Library Card

When applying for a library card new patrons must present one of the following:

A valid Texas driver's license showing your current address

A Texas Department of Public Safety ID Card showing your current address.

A photo ID and a printed check or utility bill showing your current address.

The patron and any dependent family member's accounts must be in good standing before a replacement card is issued to any family member.

A fee of \$1.50 for two-part cards and \$1.00 for one-part cards will be charged for damaged or replacement cards.

Anyone 17 and under must have the signature of a parent or guardian. Children's cards issued only when all family accounts are in good standing.

Interlibrary Loan Requests

A \$3.00 fee will be charged per ILL request. The fee is subject to change. Ask library staff for additional information. ILL renewals are governed by the lending library.

Loan Periods, Renewals and Limitations

The loan period for books/magazines is two (2) weeks, renewal once. Quantity limits are posted.

The loan period for DVDs is three (3) working days, renewable once. Quantity limits are posted.

Patrons must have library cards available to check out any library materials.

Patrons and other dependent family members must be in good standing (no over dues or fines) to check out library items.

An after-hours book and media drop are located in the north wall of the library building. Large and over-size items are not returnable through the book drop and must be returned inside the library.

Renewals can be made over the phone (have your patron # available), as well as through the Library website's on-line catalog, ask a librarian for more information.

*Renewals will be made for items only if no other patron has placed the item on hold.

Overdue Policy

The Library will contact patrons once regarding overdue materials. Borrowing privileges will be suspended until the record is cleared. Your signature on the library card/and or application indicates financial responsibility for any damaged or lost materials.

Fines

DVD fines are \$1.00 per day per item.

Books, magazines and audio fines are .05 per day per item. Overdue fines must be paid and materials returned before additional materials can be checked out.

Patrons with a fine of more than \$6.00 will forfeit all library borrowing privileges.

Patrons with more than a \$3.00 fine will forfeit all computer privileges.

Public Access Computer Sign In:

User ID: The NUMBER ONLY portion of your library card, (no P).

Password: The LAST NAME on the account.

Daily Guest Passes available to no card holding visitors.

Lost or Damaged Replacement Cost Schedule

Hardback & Soft cover	\$15.00 + 4.00 proc. fee
Mass-market Paperback	\$ 5.00 (no proc. fee)
DVD only	\$10.00 + 4.00 proc. fee
DVD case only	\$ 3.00
Audio Books	\$20.00 + 4.00 proc. fee
Audio Case	\$ 5.00
Magazines	\$ 2.00
Magazine Bags	\$ 6.00

No Food, Drinks or Smoking allowed in Library

Shirt and Shoes Required

Patrons demonstrating disruptive behavior will be required to leave the library after one warning from library staff.

Library Hours

Sunday & Monday- Closed
Tuesday & Thursday- 8:30 AM-5:30 PM
Wednesday & Friday- 11:30 AM-5:30 PM
Saturday- 9:00 AM-12:00 (noon)

Contact Us

Friench Simpson Memorial Library email: fsmllib@cmaccess.com
705 E. 4th St. www.hallettsvillelibrary.org
Hallettsville, Texas 77964-2828
361-798-3243

Approved by: _____

Date: _____ Board Chairman

Date: _____ Mayor, City of Hallettsville