



Rules & Regulations

March 2019

Application and Replacement for Library Card

- When applying for a library card new patrons must present one of the following showing current address:
 - A valid Texas driver's license
 - A Texas Department of Public Safety ID Card
 - A photo ID and a printed check or a utility bill
- Anyone 17 and under must have the signature of a parent or guardian.
- Replacement cards cost \$1.50 for a two-part card.
- The patron and any dependent family members' accounts must be in good standing before a new or replacement card is issued to any family member.

Interlibrary Loan Requests (ILL)

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

Loan Periods, Renewals and Limitations

- Patrons must have library cards available to check out any library materials.
- The loan periods are:
 - * Books, magazines and audios are two (2) weeks, renewable once.
 - * DVDs are three (3) working days, renewable once, *limit of 3 DVDs per address.*
 - * Playaways are two (2) weeks, *limit 2 Playaways per address.*
- Patrons and other dependent family members must be in good standing (no overdue items or fines) to check out library items.
- Renewals can be made over the phone (have your patron ID number available) as well as through the Library website's on-line catalog.
 - Ask a librarian for additional information.
 - **Renewals will be made for items only if no other patron has placed the item on hold.*
- A book and media drop are located in the north wall of the library building. Over-sized items are not returnable through the book drop and must be returned inside the library.

Fines for Overdue Items

- DVD: \$1.00 per day, per item
- Book, Magazine, Audio, Playaway: \$0.05 per day, per item

Public Access Computer Sign In:

- User ID: The NUMBER ONLY portion on the front your library card. (Do not include the P).
- Password: The LAST NAME on the account.
- Daily Guest Passes are available to non-card holding visitors.
- Computers will not be assigned or computer time extended 15 minutes before posted closing times.
- The library reserves the right to limit and/or assign workstation usage.

Lost or Damaged Replacement Cost Schedule: See Attached.

Library Policy

- No food or smoking or tobacco products are allowed in library.
- Shirt and shoes are required.
- Patrons demonstrating disruptive behavior will be required to leave the library after one warning from library staff.
- Security cameras are in use in public areas at all times.
- No animals allowed except service animals.

Library Hours

Sunday & Monday: Closed
 Tuesday & Thursday: 8:30 am to 5:30 pm
 Wednesday & Friday: 11: 30 am to 5:30 pm
 Saturday: 9:00 am to 12:00 pm (noon)

Contact Information

Friench Simpson Memorial Library
 705 E. Fourth St.
 Hallettsville, Texas 77964-2828
 361-798-3243
 Email: fsmlib.director@gmail.com
 www.hallettsvillelibrary.org

Approved by: _____ Date: _____

Board Chairman

_____ Date: _____

Mayor, City of Hallettsville