

## Library Card Application



Giles County  
Public Library

All residents of Giles County are eligible for free library cards.

Out-of-county residents may obtain a card for a fee of \$10.00 (or free if their home library participates in the Tennessee Library Card system).

To obtain a card, patrons must furnish the following:

- A current photo ID with local address.
- Or, in lieu of a current photo ID with local address, the current photo ID and one form of current name/address verification.
- A telephone number and/or e-mail address.

Acceptable forms of identification include a Tennessee driver's license, current utility bill, printed personal check on a local bank, voter registration card, or Giles County property tax receipt.

The library card will be issued at the time of application, and **three items** may be checked out at that time. When those items are returned on time, regular checkout policies apply.

Children ages 4 to 16 may apply for a card once the parent or guardian has received their own card. Parents and children may receive their cards on the same day. Parents/guardians must supply the required identification listed above.

Lost library cards will be replaced at a cost of \$1.00.

## Checkout Policies

Each patron must present his/her own card before checking out materials or using a computer. Any outstanding fines exceeding \$5.00 must be paid, and items more than one month overdue must be returned. Households will be linked together. If a household member has overdue items or fines over the \$5.00 limit, the household access may be denied until materials are returned and fines are below the \$5.00 per card limit.

### Checkout Limits

Adult cards: 20 total items

Student cards: 10 total items

TLC (out of county) cards: 5 total items

Out of county fee cards: 10 total items for students

Out of county fee cards: 20 total items for adults

***Limit of 3 movies and 1 set per card.***

All items check out for 2 weeks, except for the following:

- DVDS (check out for 1 week)
- Hotspot (check out for 1 week)

### Overdue Fees

**If items are returned late,  
overdue fees will be charged.**

**Books and Periodicals: 10¢ per item per day**

**Audiobooks, music CDs, and DVDs: 25¢ per day**

**Nooks and Hotspots: \$3.00 per item per day**

**Interlibrary Loan Items: 25¢ per day**

### Renewals and Reserves

**Renewals** - Items may be renewed by phone or in person as long as there are no reserves on said item.

**Reserves** - Items may be placed on reserve by phone or in person. Patrons will be notified by e-mail or phone when the item comes in.

## Additional Information

**Hotspot** - Limit 1 per card. **If item is not returned within 3 days of due date, device will be cut off and patron will be charged the replacement cost of \$99.99 each for the Verizon Hotspots.**

If item is returned after the service has been cut off, the patron will be charged a \$25.00 service fee.

**Interlibrary Loans** - Patrons may request Interlibrary Loan books at no charge. Checkout for 2 weeks, no renewals, overdue fine is 25¢ per day.

**Book Drop** - All items except Nooks and Hotspots may be returned in the book drop, located to the right of the entrance to the Main Branch. Nooks and Hotspots must be returned to the circulation desk.

### Lost and Damaged Library Materials

It is the library user's responsibility to pay the replacement cost of all lost or damaged materials checked out on the patron's account. The parent or guardian is responsible for damages to materials checked out to minors.

### Computer Use

Computers are available for public use. You must present your library card at the desk. A Computer Consent must be on file for users under the age of 18. Outstanding fines over \$5.00 must be paid and any items more than one month overdue must be returned before using computers.

Printing/Copying (B & W): 15¢ per page

Printing/Copying (color): 50¢ per page

Faxing: \$1.00 per page

Scanning: free up to 5 pages,  
25¢ each page thereafter

## Library Collections

- Fiction and Non Fiction
  - Children's Books
  - Young Adult Books
  - Large Print Books
- Juvenile Books
- Adult Books
- Audiobooks on CD
- Music on CD
- Movies on DVD
- Nooks & Laptops
- Hotspots
- Newspapers
- Magazines
- GED Materials

## Library Services

- Outreach programs and special events
- Referral to the Tennessee Library for the Blind and Physically Handicapped
- Imagination Library signup
- Free WiFi
- Public meeting room
- Genealogy room and museum
- Special exhibits
- Merlin Desktop Video Magnifier

## Library Programs

- Weekly Children's Story Time** - Friday mornings at 10:15 am (lapsit-preschool) at the Main Branch.
- Lego Club** - Held the third Friday of each month from 3:30-4:30 pm.
- Teen Creative Club** - Meets the first Thursday of each month at 4:00 pm.
- Teen Fandom Club** - Meets the first and last Friday of each month at 4:00 pm.
- Dungeons and Dragons** - Meets every other Thursday from 3:30-5:00 pm.
- Writer's Group** - Meets the first Monday of each month at 10:00 am.
- Morning Adult Book Club** - Meets the 2nd Monday of each month at 10:15 am.
- Beginner's Computer Class** - Meets every other Tuesday 7:45-9:00 am.
- Intermediate Computer Class** - Meets every other Wednesday from 7:45-9:00 am.
- Ask A Librarian** - Tech help for tablets, smartphones and laptops by appointment on the second and fourth Thursday every month.
- Resume Prep Assistance** - Fill out resume worksheet to schedule appointment on the third Wednesday every month.
- Library Teas** - Usually done 2-3 times a year on Fridays at 2:00 pm.

## Library Digital Services

**R.E.A.D.S.** - All patrons may use their library card to download popular e-books and audiobooks through the R.E.A.D.S. web site:  
**[reads.lib.overdrive.com](http://reads.lib.overdrive.com)**

**TEL** - The Tennessee Electronic Library provides free access to academic journals, almanacs, encyclopedias, newspapers, and genealogy resources:  
**[www.tntel.info](http://www.tntel.info)**

**AGent VERSO** - The Giles County Library's AGent VERSO site allows you to search our catalog, and gives you access to your account, where you can see the items checked out on your card, renew them, and reserve items. Default password is "userpass". You will be prompted to change your password the first time you log in.  
**[www.gilescountylibrary.org](http://www.gilescountylibrary.org)**  
**<https://tenv.agverso.com/home?cid=tenv&lid=giles>**

## Security Measures

Each library user must present his/her **own** card when checking out materials or accessing public computers. **Each patron is responsible for all items checked out to their account; if you lose your card, please contact the library immediately to have it replaced.**

The board of directors has banned weapons on library property and anywhere within the buildings.

We care about the safety of your children. All children under the age of **eight** must be supervised by an adult in the library at all times. In the event that minors are left unattended at closing time, it is library policy that library employees contact law enforcement.

The library is not responsible for any items left unattended.

# Welcome to the Giles County Public Library

*Pulaski • Elkton • Lynnville*  
**Library Information  
and Policies**

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### Main Branch:

Monday: 9 am—7 pm  
Tuesday: 9 am—7 pm  
Wednesday: 9 am—5 pm  
Thursday: 9 am—5 pm  
Friday: 9 am—5 pm  
Saturday: 10 am—4 pm  
Sunday: 1 pm—5 pm

122 South 2nd St.  
Pulaski, TN 38478  
(931)363-2720

### Elkton Branch:

Monday: 8 am—4:30 pm\*  
Tuesday: 8 am—4:30 pm\*  
Wednesday: 8 am—4:30 pm\*  
Thursday: 8 am—4:30 pm\*  
Friday: Closed  
Saturday: Closed  
Sunday: Closed

168 Main St.  
Elkton, TN 38455  
(931)468-2506

\* Closed 12:00-12:30  
Mondays—Thursdays.

### Lynnville Branch:

Monday: Closed  
Tuesday: 10 am—5 pm  
Wednesday: 10 am—5 pm  
Thursday: 10 am—5 pm  
Friday: Closed  
Saturday: Closed  
Sunday: Closed

105 Mill St.  
Lynnville, TN 38472  
(931)527-0707

**Website: [www.gilescountylibrary.org](http://www.gilescountylibrary.org)**