



## **Borrower's Rules and Policies**

BOARD APPROVED: 3/16/06

Amended: 3/08/2019

Revised: 3/11/2021

### **I. GENERAL**

- Cell phones must be put on silent or vibrate and ALL CALLS taken in foyer or outside of building.
- Food and drinks are allowed in the library. All drinks must have a secure lid.

### **II. LIBRARY CARDS**

- Obtain Library card application from front desk and properly complete in its entirety. By filling out application you accept all terms and conditions of use of library.
- Individual applicants must be a minimum of 18 years of age or be legally emancipated.
- Family cards, with applications required to be completed by an adult, are available for ages 5 years and older. (The adult primary card holder is responsible for all damaged/lost materials.)
- There is no charge for Library cards. All cards will be issued for a period of three years. At the end of three years you will be asked if all information on account is current. If you move for any reason please let us know the new address and phone information.
- During a probationary period of ninety (90) days, new patrons *may* be limited to six (6) materials total, three (3) of which can be DVDs or audio CDs, to be checked out of library. Patrons are not eligible for Inter-library loan service during this probationary period.
- The maximum Library materials checked out under any card number shall be limited to fifteen (15) or 5 materials per card for families of more than four. Changes may be made at staff librarian's discretion.
- Materials are on loan for a 3 week period unless otherwise designated. Renewal of materials will be limited to one (1) unless approved by staff librarian.
- New release materials will be a 2-week checkout with renewal only if no other patrons are on hold for the material.

-7-day new release materials will be a 1-week checkout with no renewal.

-Home school accounts will have 30 day checkout with 1 renewal.

If a Stolen Material notice (3<sup>rd</sup> overdue notice) is sent to home school account, the account will no longer be allowed to renew materials for a period of 6 months.

-A maximum of six (6) (any combination) DVD or audios can be checked out at one time per card holder. Families not to exceed 8 total. All DVD checkouts will be a 2-week checkout with no renewal.

-No duplication is permitted on audios or DVDs.

### **III. LOST OR DAMAGED MATERIALS**

-The library shall not charge fines or late fees for materials checked out by patrons. However, patrons shall still receive the standard 3 overdue notices for materials. If the item has not been returned by the 3<sup>rd</sup> notice, the account will be suspended and the patron will be charged the cost of materials for replacement.

-A charge for replacement of any materials damaged or lost will be equal to the original cost of the material. If lost material is returned, the amount paid will be returned to the patron, *IF* those materials are returned in good, useable condition. Items must be returned within 6 months of payment to qualify for reimbursement.

-Privileges of the cardholder & all family cards will be suspended until full payment of materials and/or charges.

-Upon renewal of privileges, the card holder/family *may* be limited to a total of three (3) materials for a period of three (3) months.

### **IV. COMPUTER USE**

-Computer access times will be limited to the following:

**18 years of age & over** will have access to the computers for a maximum of 3 (three) hours per day.

**Under 18 years of age** and younger will be limited to 2 (two) 30-minute sessions a day.

**Sunday** computer time will be held to 1 (one) 30-minute session for all.

*Exceptions: The only exceptions to time limits will be in the event of educational studies /homework/tests/job searching.*

-Minors will not be allowed to use a computer in the 18 & older computer area. Parents/Guardians will be allowed on a computer in the youth area if for the sole purpose of working on a computer directly beside their child. No adult shall be in the youth computer area after 3:00p.m. due to limited number of computers available for youth.

-Reserving a specific computer is allowed, however the computer will not be held for more than 10 minutes after original reservation time.

-Any additional software installed on the Library computers must be for educational needs and be approved by the Library Director or the Computer Technician prior to installation.

-Computers may be used by people visiting the community.

-All patrons who wish to use the computers, with the exception of visitors, are required to have a library card.

-To print: the charge per page is twenty five (25) cents per page for black ink and fifty (50) cents for color prints. All prints must be paid to the librarian prior to printing.

-No food allowed in computer area. Only drinks with secure lids allowed.

-Posted computer policy applies. Please read carefully!

-The Centralia Public Library will loan a projector and/or projector screen, to local established organizations for a flat fee of \$5.00 per time. The borrowing group/person must have a library account in good standing. Churches or other non-profit organizations may borrow at no cost.

-The library computers on the East wall can be reserved by an individual group for a flat fee of \$5.00.

## **V. COPIES, FAXES and other charges**

-All copies are twenty five (25) cents per page for black ink and fifty (50) cents per page for color copies unless special arrangements are made by staff.

- Tax forms are ten (10) cents per page, no limit.

-Fax services, incoming & outgoing are as follows:

- 1-10 pages – 50 cents per page
- 11-30 pages - \$5.00 flat rate
- 31 pages or more - \$5.00 plus 10 cents per additional page. (Ex. 45-pages would be \$6.50)

-Scanning services are free of charge for small projects. Projects larger than 30 pages or 10 images are 10 cents per page/image.

- 3D printer charges (see 3D printer policy)

- Payment methods accepted: Cash, personal check, money order, and credit cards via PayPal (\$3.00 minimum).