



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

