

Checkout Rules

A first-time borrower is only allowed to check out 2 items the day he or she first gets a library card. After that, the limit is 6 cataloged items per card.

**Yearly Out of County Fees: One (1) adult & one (1) juvenile card-\$25
Household with multiple cards-\$50**

BOOKS

Checkout period: 2 weeks
Renewals: 1 time for 2 weeks
Maximum: 6 items on a card
Overdue Fines: \$0.25 cents per day

DVDS & TV SERIES

Checkout restricted to adults ages 18+.
Checkout period: 1 week (1 renewal)
New releases (NR)—3 days & NO RENEWAL
TV Series— 2 weeks (1 renewal)
Maximum: 4 DVD items per adult card
(limit of 2 NR movies)
Overdue Fines: \$1.00 per day

HOT SPOTS

Checkout restricted to adults ages 18+.
A current AL photo ID and library card are required at checkout.
Limit (1) hot spot per household.
Checkout period: 2 weeks (1 renewal)
Overdue Fines: \$1.00 per day

ACTIVITY KITS

(1) kit counts as one item on library card.
Checkout period: 2 weeks (1 renewal)
Overdue fines: \$0.25 cents per day
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Final checkout time is 10 (ten) minutes prior to library closing.

Inter-library loans are provided to patrons at no cost. Loans not picked up by patron after arrival at Winfield Public Library will be charged shipping and handling of the item(s).

General Rules

Respect the rights of other patrons who come to the library for quiet study and concentration. Please keep a low tone of voice while in the library.

All children ages 10 and under must be accompanied at all times by an adult 18 years of age or older.

Small children are welcome in the library. However, the library is not the appropriate place for noisy play or temper tantrums.

All cell phones should be silenced before entering the library. No cell phone calls should be received or made inside the library.

Sorry, no food or drink (including candy and gum) is allowed in the library.

A current library card is required to check out library materials. Replacement cost of a lost library card is \$2.00.

Changes of address or telephone number should be reported to the library as soon as possible.

Library materials on loan should be returned in a timely manner.

A patron who has overdue or lost materials or unpaid fines may be denied borrowing privileges or use of the public computers until his or her account is once again in good standing.



Use of Computers

Each first-time user of our computers must read the COMPUTER/INTERNET USAGE RULES and fill out the computer registration form. Usage time is limited to 3 hours a day.

Computers are shut down 15 (fifteen) minutes prior to library closing.

A person under the age of 18 years must have a parent or legal guardian's signed permission to use the library's computers.

An individual who plans to register to use our computers needs to have basic computer skills. Staff members are not responsible for patron research.

Care of Materials

Patrons are financially liable for any damages to books, DVDs, or other materials that occur while in their possession.

Books should be handled with clean hands and with care to prevent damage to covers and pages. **Keep books away from food, beverages, water, pets, and cigarette smoke. Please do not allow your child to chew on items.** Do not fold or bend down pages, as this will result in a dog-eared appearance and may cause pages to tear over time.

Each DVD should be handled with care and in a manner that will prevent scratches on its surface. A DVD should be removed from its case by pushing in the center button and should be held at its outer edges. DVDs should be cleaned by library staff only.

