

# River City Library

Heather Johnson  
904.476.4597  
www.rivercitylibrary.com



## Membership Agreement and Library Policies 2019-2020

### Location:

River City Library - 834 Waterman Road South, Jacksonville, FL 32207

### Who May Join:

River City Library is Heather Johnson's personal collection of books and educational materials gathered over the past 20+ years. The materials are geared to homeschool families but you do not have to homeschool your children to join. Membership is not limited to Christian families, but it's important to note that many of the items in the library reflect Christian beliefs and worldview.

Initials \_\_\_\_\_

### Membership:

**The membership year runs for a 12 month period. The cost for the year is \$120.** Dues may be paid with cash, check or Paypal [hj93@me.com](mailto:hj93@me.com). You are welcome to come and take a look at the library before you decide on membership, but dues must be paid and membership agreement signed before signing out books. What are the dues used for? Book Acquisition, Book Repair, Library supplies, database fees and other computer related costs.

Initials \_\_\_\_\_

### Borrowing:

There is no limit on number of items you may sign out, but you should not borrow more than you are able to properly care for and store in your tote. All items may be checked out for 2 weeks. You may also request a 2 week renewal if the item does not have a hold request on it. After the renewal ends, all items must be seen by the librarian before they can be borrowed again. If an item you would like to borrow is not available, you may place a hold request via the OPALS database. When your hold items become available, you will be notified and can schedule a library visit to pick up.

When you borrow library items they will be recorded on the database as being checked out to you. You can log onto your account to see what you have borrowed and when it is due.

Library items may not be loaned to friends, extended family, or passed from one member family to another. This will make it easier for me to know who has possession of the books at all times, and it will spare any hard feelings between friends if an item becomes lost or damaged.

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Please be aware of due dates and mark on your calendar. I would greatly prefer not to charge overdue fines. Contact me immediately if an emergency arises that will prevent you from returning your items on time. I prefer to show grace and understanding, but please communicate with me. Items that are not returned on time without prior arrangement will be charged \$.05 per day per item. Fines over \$5 must be paid before borrowing privileges are reinstated. Please be considerate of other families who are utilizing the library.

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## **Damage/Loss:**

It is inevitable that library items will naturally wear with time and usage. However, when an item comes back to the library with sudden deterioration or damage requiring repair, please let me know so I can take care of it. If a library item is lost or cannot be properly repaired, you will be responsible for the cost of replacement plus a \$3 processing fee per item. I will do my best to find the best price on an identical replacement in similar condition and let you know the cost. Please do not purchase a replacement or attempt repairs on your own. I use special acid-free supplies for repairs. Please report any known damage, even a small tear, so it can be repaired promptly.

Some of the books in the library are very valuable – up to hundreds of dollars. However, most are replaceable for \$10 to \$20. I will do my best to notate known replacement values for highly valuable books.

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## **Storing Items:**

Each member family must purchase a plastic tote with a securely-fitting lid that will protect library items from rain, dirt, food, pets, and drops. All items must be carried to and from the library in this tote and should be stored in the tote at all times when not in use. Library items should never be left out around the house, on the floor, on furniture, in the car, or taken to other people's homes or on trips. Totes should be kept clean and free from food crumbs, pet hair, writing instruments, books from other libraries, toys and debris. If you borrow CDs or DVDs that you would like to use in the car, you will need to store them in the case to protect them from damage.

Totes should be rectangular, not round or oval, and large enough to store items comfortably without crowding, but not so large that the items are thrown around when the tote is moved. It is better to have multiple smaller totes than one huge tote. Laundry baskets, cardboard boxes, and open totes are not sufficient, as they do not protect the books.

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## Care of the books:

Many of the books in River City Library are older, out-of-print gems that are not easily replaced. The only way they can be preserved is by caring for them now. In order to help lengthen the life of all library items, please adhere to the following care guidelines and teach them to your children.

- Please do not allow young children to use library items without adult supervision, review guidelines with all family members.
- Items should be stored in the tote at all times when not in use.
- Do not use library items outside, in the car (except properly-stored CDs/DVDs), or take them on trips with you.
- Make sure hands are clean before handling library items, and do not eat or drink while using them.
- Always turn pages from the top right corner, never from the middle or bottom of the page.
- Store books flat in the tote or standing up like they would be shelved, never with the spines up. While it may make it easier to read the titles, it puts strain on the spine and may cause irreparable damage.
- When you need to save your place in a book, use a flat bookmark. Do not fold pages or use a paperclip or bulky bookmark, and never lay the open book face down, as this will damage the binding.
- Never pull books off a shelf from the top of the spine. Grasp them on either side.
- When you pull a book from a shelf to look at, place a bookshelf marker provided by the library in the book's location, so you can return it to the correct place. Please teach this to your children as they browse.

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**Library Hours: - by Appointment or view open hours online.**

Schedule online at [www.RiverCityLibrary.com](http://www.RiverCityLibrary.com) or call /text 904-476-4597

The library space is in our family home. There should be room for multiple patrons to overlap, but if this becomes problematic I will make sure to stagger appointments. You are welcome to bring your children but are responsible for them *at all times*. They cannot roam the building but must stay with you or a responsible adult while you look for books. It's for their safety. Thank you for your cooperation with this.

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**Content:**

River City Library is my personal library. I have read many of the books, and have carefully chosen them with the help of other living books librarians to share with other families. If you come across a book that may be objectionable, PLEASE bring it to my attention. Ultimately, it is each parent’s responsibility to determine what is suitable for his/her children/family. Books in the science or history section may have some evolutionary content. If you wish to avoid this, you must decide to either “edit on the fly” if you are reading aloud, or assign the reading around it if your child is reading it himself. You may also come across nudity in books about Greece or Rome, or in the art section. Please let me know if you find any, so I can put an alert on that book for other parents to know before giving it to their children.

**Initials** \_\_\_\_\_

**Book Requests:**

River City Library is actively acquiring books to expand our living book selections. If you would like books on a particular subject area please let me know. If you have a particular book that you would like I cannot guarantee that I will be able to secure it – but I am eager to search for living books that meet the needs of the River City Library families.

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Book Suggestions or Topical Suggestions:

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I have thoroughly read the policies of River City Library. I completely understand my responsibilities and agree to follow these guidelines. I understand that fees are not refundable regardless of reasons for discontinuing library privileges.

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Signature

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Date

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Print Full Name

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E-mail

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Address

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Phone Number (Text)

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City, State, Zip

Reference: Name, phone number and relationship (friend, coworker, pastor...)

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Names and Ages of Children

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Do you homeschool? \_\_\_\_\_ If yes, what is your curriculum or philosophy?

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Schools currently attended by your children if applicable. \_\_\_\_\_

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Please initial all sections of the guidelines, fill out the above form, and return with payment by cash or check, or paypal - \$120 membership for a 12 month lending period.  
River City Library, housed at 834 Waterman Road South, Jacksonville, FL 32207