

Tupper Lightfoot Memorial Library Circulation Policies

Policies are subject to change and correction.

The purpose of this guide is to inform the patrons of the Tupper Lightfoot Memorial Library what their privileges as Library users are and how to retain those privileges.

Patron records are confidential! See Confidentiality Policy for more information.

Residents of Dale, Barbour, Bullock, Crenshaw, Coffee, Montgomery, and Pike County may apply for a library card. A photo ID (see full list for details) accompanied by proof of current residency. The card must be updated on a yearly basis.

Borrowers must have their library card with them in order to check out library materials.

Patrons with a library card who have temporarily misplaced it may use their I.D. up to three times a year, to access the computers and to check out books and DVDs. Staff must record use of ID with date and staff initials as a message in the patron record.

All patrons who have outstanding library bills of \$5.00 or more will be denied borrowing and computer privileges, unless at least 50% of the bill is paid each time.

Tupper Lightfoot Memorial Library Card holders -

- Can check out books, Ebooks, DVDs and other materials. (You must be 18 or older to check out DVDs.)
- Can only have 10 items on their card
- Have a two week loan period for all materials except for DVDs, which have a two day loan period.

Updating Library Cards

There are two ways to update the information on your library card:

- In person
- By phone

Check-out procedures for books

The book(s) or other materials to be borrowed and a library card in good standing are given to the circulation attendant who checks the book out. The date due will be indicated on a slip near the front of the book.

Newspapers and LHG do not circulate.

Renewing Books

A borrowed book may be renewed if another patron has not requested it.

Renewals can be made

- in person
- by phone (334-735-2145)
- online via library catalog with created account.

Telephone the Circulation Desk at (334) 735-2145 if you have any questions.

A book may be renewed three times before it must be returned.

Overdue and Lost Books

- **Overdue Books**

Overdue books occur a fine of \$0.10 a day. DVDs occur \$1.00 a day. If fines are \$5.00 or more, borrowing and computer privileges will be revoked unless at least 50% of fine is paid each time. Likewise, patrons with three or more items overdue will have borrowing and computer privileges revoked until items are returned.

- **Lost books.** A book two months overdue will be considered lost. Bills for lost books are assessed by the cost in the library system and immediately added to patron account.

- **Damaged books.** If a book is damaged beyond expected usability while checked out to a patron, the patron must pay for the book. Bills for damaged books are assessed by the cost in the library system and immediately added to patron account.

Other Damage Fees:

- Book Cover- \$3.00
- DVD Case- \$3.00

Payment

Cash and checks are accepted for payment of fines. Debit and credit cards are not accepted.

Returning Books

Books may be returned to Circulation Desk, to the book drop located on Oak Street, or can be placed in the slot in the Main Street entrance door.

Reserves and Patron Request Forms

When a patron wants to check out a book that is currently checked out by another patron, library staff will mark in library system the book on reserve for said patron. Only two books may be reserved at a time. When the book becomes available, a note will be put on the book stating the date the book was returned. The book will be held at the Circulation Desk for fourteen days and the person requesting it will be notified. Once the book has been held past fourteen days, it will be released into circulation again.

Patrons may complete a request form for books not currently in the Library's inventory. Upon review of the request form by the Library Director, it will be determined if the item being requested will be purchased.

New Card

Library cards will be issued the same day, unless submitted after 3:00 p.m. If a patron already has a card, a replacement card may be purchased for \$5.00.

Update of cards

When the library system indicates that patron information is due for updating, the patron will be asked to verify address, phone number, emails, etc.

Adult Cards

For patrons 18 or older to sign up for a library card, the library requires that they have a Valid ID* and proof of current residency.

Patron signing up will fill out pertinent information on application card and sign the Policy Signature Page, which indicates that the following policies have been read and understood: Technology Safety, Circulation, Safe Child and Code of Conduct

***Valid IDs**

- Valid Driver's License
- Valid Non-driver ID
- Valid Alabama Photo Voter ID
- Valid State Issued ID (Alabama or any other state)
- Valid Federal Issued ID
- Valid US Passport
- Valid Employee ID from Federal Government, State of Alabama, County Government, Municipality, Board, Authority, or other entity of this state
- Valid student or employee ID from a college or University in the State of Alabama (including postgraduate or technical or professional schools)
- Valid Military ID
- Valid Tribal ID

Children Cards

An adult must sign up for library cards for children under the age of 18. Adults are informed by library staff of the following:

- The children's library card is connected to the adult signing for the child's library card.
- The Policy Signature Page must be signed by legal guardian of child/ren.

- On the Policy Signature Page, the legally-responsible person must list the adult who will be signing for the library card.
- The adult signs the child's application card.
- The adult must already have a card or must sign up at the same time as the child.
- The adult picks up the library card for the child.

Patron Name Change

Inform the library staff of any name changes.

Other Information

- New cards are not given when cards are expired but patron information is updated.
- Children 12 and up must have a card to access computers. To use computers, children 11 and under must sign in with his or her library card and be supervised by an adult who has a card (not just photo ID) and has no alerts pertaining to supervision in the circulation system.
- You must be 18 to check out DVDs.
- I.D. usage (without library card) is capped at three times per year.
- The amount of books and DVDs you may circulate at a time depends on what status you hold (I.E. Adult, Juvenile, Teacher)
- Library books may be renewed up to three times. DVDs may not be renewed. However, if patron brings in items, staff may check in and then check back out to patron, as long as items are not on reserve.
- In-House Use of library materials does not require a library card
- Wi-Fi usage does not require a library card but does require a password.

Remote access to library online resources

To access Ebooks and audiobooks, you must be a current library card holder at the Tupper Lightfoot Memorial Library.

How to Access Ebooks

Summary

1. Make sure you connect to the resource using the link for Ebooks from the Tupper Lightfoot Memorial Library website
2. When prompted, enter your library card number and last name in all lowercase.

Guest computer cards

If a patron does not have a library card and would like to get on the library computers, they may use their I.D. for a guest computer user card. They may use it up to three times a year and must have their I.D. every time. Guest User cards are kept on file with library staff, not given to patrons. Information on card includes – Name, D.O.B., and I.D. number. Patrons are encouraged to sign up for a library card.

Price of Services

Subject to Change

Cash and Check only

Pages printed front and back count as two pages, and will be charged accordingly.

Cost for Guests and Patrons

- Copies and Prints- \$0.15 BnW, \$0.25 Color
- Fax Sent- \$1.00 Cover Page, \$1.00 per each additional page. (Library Cover Page is required.)
- Fax Received- \$0.25 per page.
- Scans- \$1.00 up to 10 pages, \$0.10 each additional page

Other Services

- Laminating- \$0.50 per laminating sheet
- Flash Drive- \$3.00
- CDs- \$2.00
- Replacement Card \$5.00
- DVD Store- Patrons may purchase DVDs--\$1.00 minimum donation per DVD
- Book Store- No Minimum Donation

Policies adapted from The University of Rhode Island.