

PIEDMONT PUBLIC LIBRARY INFORMATION SHEET

Welcome to the Piedmont Public Library. We hope you will enjoy using the library and that you will become one of our customers. Should you need assistance or have comments, please do not hesitate to ask.

WHAT ARE THE HOURS OF THE LIBRARY?

Our hours of operation are:

- 9 am to 8 pm Tuesday
- 9 am to 5 pm Wednesday
- 11 am to 8 pm Thursday
- 9 am to 5 pm Friday
- 9 am to 1 pm Saturday
- CLOSED Sunday and Monday.

WHO MAY HAVE A CARD?

Library cards with borrowing privileges will be issued upon request to residents of the City of Piedmont. Individuals who are served by the Piedmont Municipal Authority or whose home or business phone begins with the prefix "373" may apply for a library card. No registration fee will be charged for those individuals who live, work, or attend school in Piedmont. Individuals who do not meet one of these criteria may apply for a nonresident library card. The fee for a nonresident card is \$5.00 per household per twelve (12) month period. Cards will be issued to all individuals having attained the age of three years. Children under the age of sixteen must have a parent or guardian apply for their library cards.

IS A CARD REQUIRED TO CHECK OUT MATERIALS? MUST I HAVE IT WITH ME?

To prevent someone else from checking out materials on your card, you should have your card with you to transact all business. We understand that occasionally customers forget to bring their cards, so you may checkout materials without your card on a limited basis. We strongly urge you to bring your card with you every time you come to the library.

HOW MANY ITEMS MAY BE CHECKED OUT AT ONE TIME?

The limit per card is a total of 10 items at any one time. Books, magazines, audiocassettes/CDs, videocassettes/DVDs, CD-ROMS, and audio book kits all have a limit of 4 items per type per card at any one time. Nonfiction books are limited to 4 per subject call number at any one time. Learning kits are limited to one per card at any one time. Seven-day books (which includes most new titles) have a limit of 2 per card at any one time.

HOW LONG MAY ITEMS BE CHECKED OUT?

With the exception of seven-day books, books and magazines (non-current issues only) can be checked out for 14 days. Newspapers and most reference works are non-circulating. Audiocassettes/CDs and audio book kits may be checked out for 14 days. All other media is limited to a 7-day checkout.

MAY ITEMS BE RENEWED?

An item may be renewed 1 (one) time if no other customers are waiting to use it.

DOES THE LIBRARY CHARGE LATE FEES?

If items are not returned on time, a late charge of \$.10 per day with a maximum charge per item of \$8.00 is assessed. All A-V materials have a late fee of \$.50 per day with a \$10.00 minimum per item. Late charges must be paid before any other materials may be checked out unless other arrangements are made.

WHAT LIMITS ARE IN PLACE THAT WOULD RESULT IN SUSPENSION OF MY LIBRARY BORROWING PRIVILEGES?

A customer's borrowing privileges will be suspended if the following limits have been reached:

- 4 or more items overdue
- 4 or more items claimed returned
- \$10.00 or more in outstanding charges
- An insufficient check is not paid three (3) days after the customer is notified.

IF THIS LIBRARY DOES NOT HAVE THE NEEDED INFORMATION, CAN IT BE LOCATED ELSEWHERE AND HOW SOON WILL IT ARRIVE?

Items can be borrowed from other libraries through an Interlibrary Loan (ILL) process. A \$5.00 request origination fee is required at the time a request is submitted. This fee will be used to pay for return postage and handling. If the library is unsuccessful in obtaining the material, the \$5.00 fee will be returned to the customer. Turnaround time is usually 10 to 20 days. Checkout time for ILL materials is 2 weeks or more if allowed by the lending library. The late fee for ILL materials is \$5.00 per item.

ARE THERE COMPUTERS AVAILABLE FOR PUBLIC USE? WHAT ARE THE BASIC RULES AND IS THERE A CHARGE?

Computers are available to the public on a first-come, first-serve basis. A good working knowledge is required. If you plan to use the Internet, you must sign an Internet Usage Form available at the checkout desk. No illegal activities or viewing of obscene materials will be tolerated. NO CHAT ROOMS allowed. There is a time limit of 30 minutes per session unless no one else is waiting to use the computer. Users cannot save or download files to the computers. Users may purchase disks from the library for \$1.00. Previously used disks must be inspected by a member of the library staff. Damaged disks are not allowed.

IS THERE A CHARGE TO PRINT OFF MATERIALS FROM THE COMPUTERS OR ON A COPIER?

Yes, there is a charge of \$.10 per page printed. This charge applies to copies made on a copier also.

ARE FOOD AND BEVERAGES ALLOWED IN THE LIBRARY?

No food is allowed in the library unless it is being served in the commons room, and it will then be consumed only in that room. No beverages are allowed in the general library or at any of the computer stations. Beverages may be consumed at the tables in the commons room or in the Reading Room at the rear of the library. Please use caution and be very careful not to spill anything. If an accident occurs, please notify the staff immediately.