

POLICIES Revised 2-12-03

Mission Statement: The Library should serve as a center of education and culture for the community enriching the lives of citizens and delivering the information they need for daily living.

GETTING A LIBRARY CARD

To apply for a library card, a patron must complete an application and present it at the circulation desk with a current Texas driver's license or Texas ID. If address is not current on the license or ID, proof of address must also be presented. Acceptable proof of current address is a checkbook, mail received at that address, or house/rent contracts.

Children must be in kindergarten before getting a card. An application must be completed by parents or guardians of children under 18 years of age. This application releases Pflugerville Community Library from responsibility for the content of books within our library. Parents or guardians are responsible for all monies accrued on the child's account, including fines, handling fees, and damages to library materials.

Cost of replacement card is ~~\$5.00~~1.00. Any outstanding fines must be paid before replacement cards will be issued.

Library cards will not be issued during the last 30 minutes before closing.

Library accounts will be renewed annually. Patrons are asked to notify the library of name and or address changes so that records can be kept current at all times.

BORROWING BOOKS

A patron wishing to check out materials must show their PCL library card. If PCL library card is not readily available, a valid Texas driver's license or current TexShare card may be used.

Minors without a library card at time of check out may be questioned about address and telephone number for verification of identity.

At time of application, a new borrower shall be limited to one five items the first check out. When those items are returned (having had them for at least 24 hours), the limit shall be 15 items total per card

at any given time. These may include multi-media items which are limited to five each, but will be included in the total number of items checked out.

All items are for a 3-week check out period. Books may be renewed twice, unless there is a reserve waiting list.

Patrons are responsible for the use, care and damage of library material checked out by them. Conversely, PCL, its staff and/or the City of Pflugerville is not responsible for any damage to patron's equipment if incurred while using library materials. Patrons use library materials at their own risk.

FINES

Fines are assessed for items kept beyond the date due period, for each day the library is open, with a maximum fine of \$5.00 per item, including magazines, paperbacks and multi-media items.

FINES SCHEDULE

Overdue books, magazines, all media	\$0.25 per day per item
Items with repairable damage	\$5.00
Items damaged beyond repair	Retail price of item, plus handling
fee of \$10.00	

Library privileges are suspended if fines are above \$5.00.

Library fines are not waived for emergency issues.

Any accounts with missing or damaged items exceeding \$50.00 or more than 90 days overdue will be sent to a collection agency.

TEXSHARE CARD PROGRAM

PCL participates in the TexShare Program. This program allows our patrons to have access to other libraries in the area without having to pay non-resident fees.

Adult patrons may apply for a TexShare card if they have had a PCL card for four months and have no fines exceeding the fine limit for more than 90 days. If fines exceed 90 days patron must be in good standing for four months thereafter before a TexShare card will be issued. They must present both their PCL card and Texas driver's license. The card expires after one year and can be renewed provided the patron has no unpaid fines or overdue books.

TexShare cardholders from other libraries will be given an opportunity to sign up as PCL patrons with all privileges. To apply as a PCL patron, they must present their current Texas driver's license.

TexShare cardholders must observe the regulations of the lending library and return materials in person or by first class, insured mail as prescribed by the lending library.

ON-LINE ACCESS

Patrons can access their account and the card catalog, databases and extensive e-resources on-line. The circulation desk will provide patrons with the information necessary to access on-line resources.

Items can be renewed on-line. If patrons renew their books on-line, they are responsible to check that the computer has given them a new updated due date. Items cannot be renewed if they are late or if a reserve is placed on that item.

STUDY, CONFERENCE, AND MEETING ROOMS

The library has 3 private study rooms that hold a maximum of 2 people each. These rooms are used on a first come, first serve basis unless the library requires them for a library-sanctioned event.

The JoAnn Thornton Conference Room holds a maximum of 64 people. It may be reserved for use by Pflugerville residents for these uses only: Library Partner groups and Civic non-profits for non-social, non-commercial purposes. Reservations are accepted not more than 90 days in advance. Anyone asking to use the conference room will be

asked the nature of the meeting to ascertain if it is for non-profit use and will be asked to leave a Texas driver's license or PCL card at the front desk while conducting the meeting. The room will be checked for damages and cleanliness prior to the card being released, if the room is not left clean and undamaged, the cardholder will not be allowed to use the room again. Library events may preempt reservations.

For meeting room: see specific room policy.

LOST AND FOUND

Items left in the library are placed in a box in a locked area. Bookmarks and photos are kept in a lost and found photo album available for patrons to look through. Items not picked up after 6 months are taken to the Good Will drop-off center or discarded.