

Fines and Fees:

Currently we do not charge fines for overdue items, but request that you contact us to renew any overdue materials. *

The following fees apply for lost or damaged items:

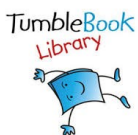
Books, magazines, and audio-visual materials must be replaced at cost.

Audio-Visual Case Replacement - \$3.00

Lost Library Card Replacement - \$2.00

* Failure to renew overdue items or pay for lost or damaged items will result in a suspension of library check out and PC privileges until the account returns to good standing.

24/7 Online Services:



eBooks & AudioBooks



LITTLE ELM

Hours:

10:00 AM - 8:00 PM
Monday - Thursday

10:00 AM - 5:00 PM
Friday

10:00 AM - 3:00 PM
Saturday & Sunday



The Little Elm Public Library is located on the first floor of the Little Elm Town Hall building.



Welcome to the
Little Elm Public Library
New Member Guide

Little Elm Public Library
100 W. Eldorado Pkwy.
Little Elm, TX 75068
Phone: 214-975-0430
Fax: 214-618-3582
www.littleelmlibrary.org

Getting a Library Card:

Getting a library card is easy: cards are available to any Texas resident over the age of 18 with valid photo ID (drivers license, state ID, Matricula Consular card, passport, etc.) that shows a current address.

If the address listed on the ID is not current, another form of documentation that shows the correct address, such as a piece of mail, utility bill, lease, check stub, etc., is required.

Applicants under the age of 18 must be accompanied by a parent or legal guardian to obtain a library card.

Your library card is valuable - treat it as you would your credit card.

As a library cardholder you are responsible for the following:

- Returning all materials borrowed on your card by the due date;
- Paying the replacement fees for library items that are lost or damaged while checked out to your account;
- Reporting any change of address, telephone number or email address;
- Immediately reporting if your card is lost or stolen.

NOTE:
Your **USERNAME** is your full library card number.

Your **PASSWORD/PIN** is the last four digits of your library card number.

Check Out Limits:

Books and magazines: 50
Audio & Visual: total of 25
Interlibrary Loans: 5

Loan Periods:

All materials have a 21-day lending period, including books, magazines, audio-visual and digital/downloadable materials. Items are currently set for automatic renewal.

Lending periods for Interlibrary Loan (ILL) items are at the discretion of the lending institution. ILL items do not automatically renew.

Study rooms can be reserved/checked out for two-hour increments, can be renewed once, and are available on a first-come, first-served basis.

Renewals>Returns:

- Books, magazines, and AV materials are currently set to automatically renew at the end of the three-week checkout period.
- Items that are on Hold/Request for another patron must be returned to avoid account blocks.
- An automated book drop is located inside the library's front entrance, and we have two self-service kiosks.
- There is an after-hours outside book drop on the east side of the building.

Holds:

- All library patrons in good standing may place holds on library materials, free of charge.
- Holds must be picked up in person and can only be checked out on the card upon which the hold was placed.
- Patrons may place holds in person, by telephone, or via the library's online catalog.
- Patrons will be notified by email that the held item is available for pickup.
- Holds will be held for seven (7) days.

Fee Schedule:

| | Black & White | Color |
|--|--------------------------------|--------------------------------|
| Computer Printouts & Copies | 8.5x11 & 8.5x14 \$0.15/page | 8.5x11 & 8.5x14 \$0.50/page |
| | 11x17 \$0.30/page | 11x17 \$1.00/page |
| Poster Printing | \$5.00 per linear foot | \$5.00 per linear foot |
| 3D Printing | \$0.15/meter | \$0.15/meter |
| Scanning | free | free |
| Replace Library Card | \$2.00 | \$2.00 |