

What You Need to Know

Library Cards

- Applicants for a library card must provide photo identification and proof of current address.
- Anyone who lives or works in Alamance County or a surrounding county is eligible for a library card.
- Children under the age of 17 must have a parent or legal guardian present to get a card.
- Replacement fees for lost cards are \$1.00.
- New library cards have a 5 item limit for the first check out.

Borrowing Privileges

Library cards may be used at any branch in Alamance County. Materials may be checked out and returned to any branch of Alamance County Public Libraries.

Check Out

Library users must present their library card, photo ID or have a photo on file each time they wish to check out materials or use the computers.

Materials

- Most materials check out for three weeks.
- DVDs check out for one week
- Lucky Day materials check out for one week.
- There is a 10 DVD checkout limit.

Your PIN

Your library PIN is a four-digit-number. Your PIN is used to access the public computers in the library, use self-service check out stations, log into your account from home, use TixKeeper to reserve ZOOM Passes, and access other online resources.

Requesting Materials

Alamance County Public Libraries is one large collection that is housed at the separate branches. If an item is not on the shelf of your home library, please place materials on hold/request.

Overdue Materials

Most library materials have a seven day grace period. This excludes DVDs and Lucky Day materials. After the grace period, fines will be charged from the original due date. Overdue notices are a voluntary service provided by the library. Failure to receive the notice does not eliminate the fine.

Fees

- Most materials = \$.25 per item per day
- Lucky Day materials = \$1.00 per item per day
- Accrued fines greater than \$9.99 will block borrowing privileges.

Collection Agency

- Accounts with balances between \$10.00 and \$24.99 will be referred to a small claims collection agency resulting in a \$3.00 service charge.
- Accounts with a balance of \$25.00 or more, or with items 49 days overdue will be referred to

a collection agency resulting in a \$10.00 service charge.

Renewing Materials

Materials may be renewed in person, over the phone or online if there is no hold list for the item. Most materials may be renewed twice (Lucky Day materials may not be renewed at all).

Public Computers

Access to public computers is available at all Alamance County Public Libraries. Persons under the age of 17 require parent or legal guardian permission to access to the computers. Wireless internet access and wireless printing are available.

Lost Materials

If materials are lost, borrowers are responsible for the price of the item, plus a \$5.00 processing fee.

Interlibrary Loan

Library materials not available in Alamance County Public Libraries may be borrowed from other library systems. There is a \$3.00 postage charge for each item received whether the item is picked up or not.

Meeting Rooms

Meeting rooms are available for public use during normal library hours without charge and must be booked in advance with the meeting room application.

Expectations for Behavior

Alamance County Public Libraries is a place for everyone, shared by the community and used by many different people for widely different reasons. Here's what we expect of all our users:

- We expect users to respect the comfort and safety of fellow library users and library staff. If your behavior is making others unsafe or uncomfortable we'll ask you to stop.
- We expect users to comply with requests from library staff. If you don't, we reserve the right to suspend privileges and/or access.
- We expect users to comply with local, state, and federal laws. If you break the law, we may prosecute.

If you feel that something or someone is making your experience here uncomfortable or unsafe, please let a staff member know.

Safe Child Policy

For their safety, children 9 years of age and younger must remain in the company of a parent or caretaker while in the library. Children 9 and under are welcome to attend programs alone, but their accompanying parent/caretaker must remain in the library in case of emergency. Children 9 and under that are found unattended will be monitored by a staff member until a parent/caretaker is located. If unable to locate a parent/caretaker, staff will contact the police.

Persons of any age with mental, physical or emotional disabilities which affect decision-making skills or render supervision necessary, must be accompanied by a parent or responsible caregiver at all times.

Library staff are not responsible for the supervision of patrons.