

City of Wolfforth Library

library@wolfforthtx.us

508 East Highway 62/82

Post Office Box 430

Wolfforth, Texas 79382

(806) 855-4150

Hours: Monday through Friday 9:00 AM to 8:00 PM;

Saturday 1:00 PM to 5:00 PM

Library Policies:

- The City of Wolfforth Library serves residents of the State of Texas.
- A valid Texas Driver's License or picture ID must be presented before a card may be issued
- Children must be at least five years old to receive a library card. Children between the ages of five and fourteen must have a parent/guardian's signature and provide a parent's Texas driver's license.
- Minors eligible for their own card must provide a parent/guardian's license or ID number.
- **First time check-out will be limited to one item;** subsequent checkouts will go up to ten items if no fines are incurred and if we are able to verify contact information. A welcome phone call or email will be used to verify contact information given on the library card application within one week of joining the library. In the event that we are not able to make contact using the given information, the one item limit will remain on the account.
- No more than five DVD's may be checked out per patron, with a limit of 10 per household/ family.
- Library card or an alternate form of identification may be requested before items are checked out.
- **Replacement cards are \$2.00**
- Books and audio books are checked out for two weeks.
- DVD's are checked-out for one week.
- It is the parent/ guardian's responsibility to monitor the DVD ratings that a minor checks out.
- Books can be rechecked if they have not been reserved. Renewals will be given for an additional two weeks, and can be done over the phone or through e-mail.
- Books may be reserved online, by phone, email, or in person and will be held seven days after notification unless other arrangements have been made.
- Fifteen cents per day per book will be charged for overdue books. Seventy-five cents per day per item will be charged for audio and video materials. **Items will not be checked out to anyone who has an overdue item or a fine.**
- The City of Wolfforth will place a "flag" on the driver's license of any patron responsible for outstanding fines or overdue materials. Flags will remain in place until the account is settled.
- Please do not leave audio tapes or videos in the drop box. **\$2.00 will be charged for each video or audio tape left in the drop box.** If items left in the drop box sustain any damage, the replacement cost will be charged.
- Books not found in our library may be requested through Interlibrary Loan. See librarian for information.
- Internet and computer access is available. See reverse side for further information.
- Staff can make photocopies for the public. Copies are .25 cents per page. The library may also send and receive faxes for \$1.00 per page.
- All personal information will be kept confidential.
- The library will occasionally close for inclement weather. Call ahead during poor traveling conditions.

Patron Code of Conduct:

- No tobacco products, food, or drinks will be allowed in the library.
- Disruptive or disrespectful behavior will not be tolerated.
- Unattended/unsupervised children are not permitted. If an appropriate caregiver cannot be reached, unattended children will be placed in the care of local authorities.
- Abuse or misuse of premises will be reported to local authorities.
- Offensive language, conduct, or hygiene will cancel all library privileges.
- Threats against library staff, patrons, or property will be promptly reported to local authorities.
- When using cell phones, please be considerate of other library patrons.