

REGISTRATION & CIRCULATION POLICY

Welcome to the Adelia M. Russell Library & Mamie's Place Children's Library. We are glad to have you as a patron. Owning a library card is a privilege; please protect your card as you would a credit card. Avoid liability for misuse by reporting your lost or stolen library card to us immediately. It is your responsibility to keep your record current by informing the library of any changes in address, phone numbers, etc. After you have completed the registration for a library card, you will be called within two weeks to confirm your telephone number. If we are unable to confirm your contact number your privileges will be suspended until correct information is provided. Your library card is **required** when checking out materials or computer usage.

1. Each patron must complete a registration form in order to obtain a library card. Free service is provided to anyone who lives in Tallapoosa, Coosa, Lee, and Elmore counties, students at CACC, and anyone who works in Alexander City. **An out of town fee of \$25 is required by anyone living outside the service area. Verification of current address and two types of identification is required for all library membership.** Temporary cards (visitors) are available; an out of town fee is required and there is a maximum of **two library items per card**. A parent, guardian or responsible adult must fill out and sign the registration card for a child under 16 years old. Also if granting a child Internet privileges the permission form must be signed in-house by parent or guardian. You must be 18 to use the computer lab at AMRL all under that age must use the computers at Mamie's Place. (see computer use policies)
2. **First-time patrons may check out only one item; when the first item is returned, a patron may check out two items.** When the two items are returned, and thereafter, the patron may check out up to **10** items. **Before leaving the library, it will be the patron's responsibility to know the due date of any item checked out.**
3. Books, audiobooks, and CD's are checked out for a two-week period and may be renewed two (2) times, as long as the items are not on reserve for others. Renewals by telephone are allowed as is a one-time online renewal (requires your library card number and 8 digit date of birth). However, if you choose to renew materials by phone, please make note of the time and name of the staff member who renews your item(s). **DVD's are checked out for five (5) days** and may also be renewed twice. A maximum of **four (4) audio or video items per household (not per card)**.
4. **Patrons may reserve items** currently checked out in order to obtain the item when it becomes available. **Reserved items must be picked up within two (2) working days (Monday-Saturday) of notification and cannot be renewed.**
5. **Patrons are responsible for returning all library materials on time.** If any item is returned late, the patron is accountable for promptly paying all assessed late fees. Checks or credit/debit cards are not accepted. Patrons are also liable for any loss or damage to any library materials. **Until all materials are returned, assessed fees, fines, or damages have been paid in full, patrons will not be allowed to check out any more library materials or use the public access computers.** Consistent misuse of library policies may result in temporary suspension and/or placement on a probationary period.
6. The library card expires five (5) years from the date issued (temporary cards expire after one year). Patrons may renew a card after each five-year period. If the card is lost, the following fees will be charged: \$1.00 for a second card, \$2.00 for a third card, and \$5.00 per card thereafter.
7. Outdoor book returns are located outside the library buildings for book returns only. **Books dropped in the book return during regular business hours will not be checked in until the following business day. Fines will be assessed for any overdue books. DVD's, CD's or large books are never to be left in the outside book returns.**

Late Fees

\$10 per day each book
\$20 per day each reserve book
\$1.00 per day each video, audio, or CD
\$1.00 per day each interlibrary loan item
\$5.00 Maximum fine per item

Other Charges

Lost or damaged book, audio, video or CD
Missing book jacket/barcode
Audio, video, CD or large book left in book drop
Damaged Cases
Missing barcodes

Replacement Cost + \$2.00
\$3.00 each
\$5.00 each
\$3.00 each
\$1.00 each

Please ask if you would like a copy of this policy.