

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:

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Databases

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Write a better resume. Get a better job!

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Hours:

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

10:00 AM - 5:00 PM
Friday

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



Little Elm Public Library
is located on the 1st 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 initial library card is free, but there is a \$2.00 replacement fee for lost cards.

Check Out Limits:

Books and magazines: unlimited
Audio & Visual: total of 25

Loan Periods:

All materials have a 21-day lending period, including books, magazines, audio-visual and digital/downloadable materials.

Lending periods for Interlibrary Loan (ILL) items are at the discretion of the lending institution.

Study rooms can be reserved/checked out for 2 hour periods, can be renewed one time, and are available on a first-come, first-served basis.

Renewals/Returns:

- Items can be renewed online by logging into your account, via email, telephone, or in person with your library card or ID.
- Books and magazines can be renewed up to two times, unless there is a hold request on the item.
- Audio-visual media can be renewed up to one time, unless there is a hold request on the item.
- 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 11x17 \$0.30/page	8.5x11 & 8.5x14 \$0.50/page 11x17 \$1.00/page
Faxing	\$0.50/page	n/a
Poster Printing	\$5.00 per linear foot	\$5.00 per linear foot
3D Printing	\$0.15 per gram or meter	\$0.15 per gram or meter
Scanning	Free	Free
Exam Proctoring (must call to schedule)	\$15.00 per exam	\$15.00 per exam