

# Library Policies

**Borrowers Cards** are valid for three years. A fee of \$1.00 is charged for replacement cards. Library card or Photo ID must be presented at time of check out.

**Overdue Notices** are sent when an item is 14 days, 30 days, and 60 days overdue, as a reminder to return the material.

**Overdue Bills** are sent after an item is overdue for 90 days. The bill will state the replacement value of the item, along with the processing fee. The bill must be paid in one payment, no partial payment of material is accepted.

**Overdue Fines** are calculated for each day the library is opened, there is no grace period for late material. Fines range from 10 cents a day for a book to \$1.00 a day for a video or AV equipment. The maximum fine for an item is \$10.00 except for videos and audios, which is \$25.00.

**Damaged Materials** will be charged to the borrower if the borrower is at fault. The staff will determine the charges according to the damage, using the damage price list. A damaged item price list is posted at the circulation desk.

**Lost Materials** must be reported immediately. The patron is liable for the replacement cost and processing fee. If, after paying for an item, it is located and returned to the library within a year of the billing notice, the patron's money, less the processing fee and any overdue charges, will be refunded.

**Meeting Room** use is limited to organizations that are nonprofit, nonreligious or nonpolitical. A copy of the Policies regarding room use is available at the circulation desk.

**Friends of the Deer Park Public Library, INC.** welcome new members. It is a citizens' organization that contributes greatly to the library. The members participate in a variety of activities and programs supportive of the library. The Friends' quarterly newsletter, "Off the Shelf", has garnered national recognition. Membership dues are \$5 for individuals, \$10 for families and \$2 for senior citizens and students.

## Library Hours

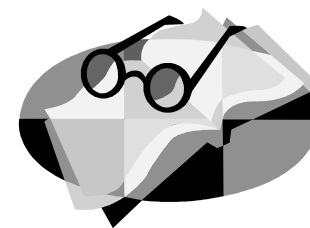
Monday	10 AM to 6 PM
Tuesday	10 AM to 9 PM
Wednesday	10 AM to 6 PM
Thursday	10AM to 9 PM
Friday	10 AM to 5 PM
Saturday	10 AM to 5 PM

<http://catalog.library.deerparktx.org/polaris>

Deer Park Public Library  
3009 Center Street  
Deer Park, TX 77536  
281 - 478 - 7208

Email: use *Ask Us* feature through the POWER PAC online catalog

Welcome  
to the  
Library



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Public  
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# Library Services

**Library Cards** are issued free of charge to any Texas state resident, age 4 and up.

**Books**, about 69,000, comprise most of the library's collection. The 4 main sections of the library are easy, juvenile, young adult and adult, including fiction and nonfiction. Examples of other collections are Spanish Language, Large Print, Graphic Novels and Easy Readers. Reference materials are located in both the adult and juvenile sections of the library.

**Online Services** are available at <http://catalog.library.deerparktx.org/polaris>. Patrons can search the library catalog, renew materials, place reserves, access electronic resources and communicate with the library through the *Ask Us* feature.

**Audiovisual Collection** consists of books-on-tape and films. Fiction videos/DVD's are loaned for 3 days; nonfiction for 7 days. The library has a growing collection of books-on-tape and CD's. These have a loan period of 14 days.

**Audiovisual Equipment** includes a television & VCR, DVD player, overhead projector and opaque projector. The overhead projector may be loaned overnight.

**Memorial and Honor Books** pay a lasting tribute, when placed in the library collection. Ask a library staff member for more information.

**Interlibrary Loans** help patrons obtain material not owned by the DP Library. Books, audios, videos or magazine articles may be obtained from other libraries. There is a \$1.00 return postage fee for this service due at the time of the request.

**Reference Service** is available both in person and over the telephone. This service includes answering questions, checking availability of an item, showing how to use the library and providing referrals to other possible sources of information.

**Public Internet Access Computers** are available for research and educational purposes.

**Reserves** may be placed on material owned by the library, but currently unavailable for check out. Patron is notified by mail when item is available.

**Drive-Up Book Returns** are located on the north side of the building. Fragile items must be returned inside to circulation desk.

**Video Return** is located at the front door for use after hours. During service hours, videos must be returned inside. **DO NOT PLACE IN BOOK DROP.**

**DVD Return** is at the front desk. Please hand the DVD to a staff member at the circulation desk.

**Photocopy Machine** with enlarging and reducing capabilities is available for public use, at the cost of 10 cents per page.

**CAER Resource Center**, the first in the nation, houses information about the local industry and its safety procedures.

**Children's Service** are provided by the Children's Department. Toddler Story-Time is available for children up to 3-1/2 years of age. Preschoolers, age 3-1/2 to 6, also have a Story-Time with activities to share books and arts & crafts. A monthly arts and craft activity is available for pre-teens, ages 7 to 12. Other various activities and celebrations are available throughout the year.

**Children's Summer Activities**, Reading Book Club and Read-to-Me Book Club, are offered each summer for children of all ages. Puppet shows, arts & craft activities, storytellers, clowns and magicians are all examples of different programs provided by the Children's Department.

**Children's CD-Rom Station**, with preschool educational material, was purchased by the Friends of the Library. It is available in the Children's section of the library. Use is limited to 20 minutes a session and only 2 children at a time.