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## Library guidelines

### How do I obtain a library card?

- ICD members can get a library card for \$5.00.
- Non ICD members can purchase a library card for \$10.00 a year.
- You will need to complete the library membership application form with your contact information including name, address, phone numbers and email address, photo ID and proof of your current address.
- People under 16 will need a parent or guardian's signature.
- Apply during library hours.
- You will be denied a card if any immediate family member or person living at the same residence has unpaid fines or overdue books.
- If a library card is lost, it will cost \$5.00 to replace

### Barrowing Guidelines:

Your library card is an agreement between you and the library that you will be responsible for the items borrowed on your card and you will abide by the rules and regulations of the library. Take care of materials; fines are charged for overdue and damaged or lost items. For your protection, report a lost card immediately.

#### 1- Load Periods:

- a. Books: (2 books maximum, 3 weeks). You can renew one time for another 3 weeks.
- b. Video, DVD & CD: (2 items maximum, 2 week. You can renew one time for another 3 weeks.
- c. Reference only materials cannot be checked out.
- d. Returning materials should be on time and consistent with library hours.
- e. ICD is not responsible for any damage that may be caused to a patron's A/V equipment

#### 2- Late Fees:

The fine for overdue materials is 20 ¢ per day per item. An account is considered delinquent and no further materials may be borrowed if there are any unpaid charges on the account.

#### 3- Replacement fees:

Patrons that lose or damage books and videos will be charged for their replacement plus as \$5.00 administrative fee (in addition to any fines incurred). Replace a lost or damage library card: \$5.00.

#### 4- Appropriate library behavior: (the following are not allowed)

- a. Eating or drinking, except as provided for in the library's meeting room policy
- b. Engaging in loud or boisterous behavior
- c. Remain in library after regular business hours
- d. sleeping