**LIBRARY SERVICES**

1. Within the Library, the use of all reference and collections is free to all persons.

2. All borrowers must fill out an application card and agree to the rules and regulations of the Library. Borrowers will be assigned an identification number. This supports the confidentiality regulations as specified by the Nebraska Library Commission.

a. Those persons living within the city limits of Cambridge may borrow items at no cost.

b. Non-residents (persons living outside the city limits of Cambridge) may secure home use privileges by paying the following charges per year:

 Adult (18yrs & up)/Family: $5.00 Child/Student: $1.00

3. The Library Staff may deny the use of the Library or services temporarily to any person(s) for due cause. Such cause may be, but is not limited to: failure to return books or to pay penalties, destruction of library property, disturbance of other patrons, or other objectionable conduct on library premises.

 Process for Past Due Materials:

A. A past due report is run weekly and reminder calls are made to patrons with overdue materials. If there is not a valid phone number available a letter will be sent to the address on file.

B. After materials have been overdue for 3 months with no fine payments or contact with library staff a letter is sent to the patron to the address on file advising them of the possibility of their fines being added to their city bill.

C. Within 1-2 weeks of sending the previously mentioned letter, if the materials are not returned and/or the fines paid, or arrangements made with library staff, the cost of the materials plus the late fees are turned in to the city and added to the patron’s city bill. The materials are marked lost in the computer system and a note is added to the patron’s account restricting future checkouts until fines are paid and/or materials are returned. If the patron does not live in city limits, we are unable to send for further collections; therefore the materials are marked lost in the system and future checkouts are not allowed until their account is cleared.

Guidelines for Other Penalties:

A. After a patron has been turned into the city for collections, or exceeded their 3 month overdue period if not in city limits, they will be restricted to checking out only 1 item at a time for 1 year. After that year, provided they have not had trouble returning their items checked out and do not have fines, they will be allowed full library services again with no restrictions. A note will be placed on their account making all staff aware of the date they can return to normal checkouts.

B. After a patron has been turned into the city for collections a second time, they will be restricted from checking out any materials for one year. After that year, the patron can again check out materials as normal.

4. Materials may be kept for two weeks and renewed for two weeks, except for videos/DVDs, which are loaned for three days, and some special items which are loaned for one week.

5. A fine of $.10 per day per item shall be charged for each overdue item, except for videos which is $1.00 per day per video/DVD. A report of loss will be accepted after an item is 30 days overdue. Fines will be stopped when the loss is reported. When an item is 3 months overdue and not reported, the fine will be entered in the patron’s name and the item(s) entered in lost books. All fines must be paid before any more items can be borrowed. A patron must pay for damage to a book and/or replacement cost of the item. If a lost item is found and returned in good condition, and has not be replaced, a 15% processing fee will be deducted from the original payment.

6. The number of items to be loaned at one time will be determined by the Librarian.

7. Reference books may be used only in the Library.

8. Current copies of periodicals may be used only in the Library. Copies of the previous month or week may be loaned for 2 weeks.

9. Items can be interlibrary loaned with the cost of shipping being the patron’s responsibility. Any additional fees, late fees, etc. are the patron’s responsibility as well. Check out periods for interlibrary loan items are set by the lending library.

10. Equipment used in the Library at a cost listed below:

 a. Photocopier/computer printer:

$.20 per printed side B/W copy $.25 per printed side Color copy

 b. Laminator:

 $.50 per foot

 c. Cricut machine:

 $.25 per library cardstock used

 Donation suggested by patron per use of machine and cartridges

 d. Fax machine: Free

 e. Scanner: Free

11. The Library will be open:

 Monday 2:00pm to 8:00pm

 Tuesday 9:00am to Noon 2:00pm to 8:00pm

 Wednesday 2:00pm to 5:00pm

 Thursday 9:00am to Noon 2:00pm to 8:00pm

 Friday 2:00pm to 5:00pm

 Saturday 9:00am to Noon

12. The Library will be closed on the holidays which are observed by the City of Cambridge. If Cambridge Public Schools are closed due to bad weather the Library will be closed also.

13. The Librarian may open or close the Library at other times, if the occasion warrants.

14. The Library may be used for meetings at the discretion of the Librarian, especially when specific library services are needed or requested.

15. The Library will provide for the public as many attractive, educational and cultural exhibits as possible.

16. No poster, display, exhibit, pamphlet, brochure, etc., shall be displayed in the Library without permission from the Librarian.

17. The Library assumes no responsibility for the preservation or protection from possible damage or theft of any items displayed.

18. No political or commercial solicitation is permitted.

19. The Library staff will provide guidance and assistance for persons to obtain the information they seek as recorded in print and audio-visual resources, the exception being the computer center which is dictated by the Computer Usage Agreement.

20. The Library will initiate programs to stimulate the use of library materials to fill the needs of persons of all ages.

21. The Library will cooperate with civic and community agencies and organizations to help them with programs and materials.

22. No smoking, no food or drinks in the Library.

23. When purchasing book(s) for a patron, he/she must pay the total cost of the book.

24. There will be a $1.00 charge per item, when Barcodes have been removed from items, books, videos, etc.

25. Genealogy research: For mail or call-in requests, the charge will be a $5.00 fee plus $1.00 for each obituary researched and printed. Persons doing their own research must pay $1.00 per obituary printed on the micro-printer. This includes a copy from the photocopier.

28. Library patrons with an active library account may use their library account number to access our Nebraska Overdrive Website to download eBooks and audio books to their personal devices. Each account number is allowed access to up to four eBooks/audio books checked out through Nebraska Overdrive. If a patron would like to open additional accounts for family members, you are able to do so.

 The regular borrower’s policies apply:

a. Those persons living within the city limits of Cambridge: Free for each account. Limit one account per person. Children are free if parent(s) live in city limits, up to age 18.

 B Non-residents (persons living outside the city limits of Cambridge)

 Adults (18 yrs and up): $5.00/yr.

 Student/Child: $1.00/yr.