

## Taneyhills Community Library

Hours: Monday, Wednesday, Thursday, Friday

200 South Fourth St

10:00AM to 5:00PM

Branson, Mo. 65616

Tuesday: 10:00AM to 7:00PM

417-334-1418

Saturday: 10:00AM to 3:00PM

Website: [www.taneyhillscommunitylibrary.org](http://www.taneyhillscommunitylibrary.org)

### PATRON POLICIES

This Library is non-tax supported. The “Friends of the Taneyhills Library,” operates the Library and raises money for all the operating expenses. This includes sales in the Thrift Shop, sales in the Used Book Store, fundraising events, library card fees, public computer usage fees, printing, FAX, and the generous donations of our patrons and sponsors. The Library Director and two clerks are the only paid employees. All other workers are volunteers.

#### ANNUAL COST TO OBTAIN LIBRARY CARD

INDIVIDUALS \$ 5.00

FAMILY \$10.00

GUEST \$ 5.00 (visitors and those without proof of residency)

“FRIEND” \$25.00 (Higher membership categories are available – see application side 2)

#### APPLYING FOR A LIBRARY CARD:

Complete an application at the circulation desk. A prospective patron needs to supply a form of identification showing proof of current address, which will determine the appropriate library card fee. **Cards are valid for one year.**

#### CONTACT INFORMATION:

Applicant must provide a valid phone number and email address. If applicant cannot supply both items of requested information, then a contact person has to be listed with phone number.

ACCEPTANCE OF A LIBRARY CARD ASSUMES THAT YOU WILL BE RESPONSIBLE FOR FINES FOR LATE RETURNS, AND CHARGES FOR LOST OR DAMAGED ITEMS. YOUNG CHILDREN MUST BE ACCOMPANIED AND SUPERVISED BY A PARENT OR ADULT DURING THEIR LIBRARY VISITS.

#### CHILDREN:

Parents or guardians must be present and sign application form for children under 18.

When 18, a young adult may apply for his or her own library card, without parental signature.

#### USE OF YOUR LIBRARY CARD:

“Guests” may check out 2 items while their card is active. All other card types may check out 2 items when a new card is first issued; when these are returned without fines or damage, 6 items may be checked out. Lending period is 2 weeks.

**ONLINE CATALOG:** Available for searches of materials at the Taneyhills Library. Your patron card will allow you to access advanced features, such as putting items on hold, and renewing items. Access the catalog at <http://taneyhills.bywatersolutions.com>. Login/User ID is your library card number; password is your lastname with first letter capitalized.

**eBOOKS:** Available for card holders. Inquire at the desk about accessing eBOOKS or find the link on the Library's website: [www.taneyhillscmunitylibrary.org](http://www.taneyhillscmunitylibrary.org)

**FINES:** A fine of 10 cents a day (excluding Sundays) is charged for all overdue materials. Patrons or their family members who have outstanding fines or overdue items will only be issued additional library materials at the discretion of the Library Director or the Library Clerk. The Library Director determines the charge for lost or damaged items. Patrons are notified of overdue materials by email and by telephone.

**RESTRICTIONS:** Items in the following categories may not be checked out: Reference, Local History, Taneyhills Library Collection, Periodicals and Newspapers.

**RENEWALS:**

You may renew items one time for an additional loan period. High priority items (those in demand) may not always be renewed if there is a waiting list. Renewals may be made by telephone or by online catalog.

**RETURNS:**

During library hours, please return all materials to the front desk. An outside drop box is also provided for after-hour returns.

**PRINT AND FAX CHARGES:**

The self-serve photocopier is 15 cents per sheet. Color copies cost \$1.00 per sheet. Users are responsible for all pages printed; we encourage that print preview be used before printing. FAX services are available for \$1.00 per page.

**SCANNER:** The public may use the scanner function that is available on the copy machine. A Flash drive can connect via USB port. Scanned items may also be sent directly to an email address.

**HOLDS:**

The library staff will be glad to arrange to hold a specific book for a patron or to put you on a waiting list for a specific book. You may also place a hold on material through the online catalog. There is a three-hold maximum per patron.

**MEETING ROOMS:**

There are several meeting rooms available to individuals or organized groups. Reservations must be made in advance by contacting the Library Director. Fees vary depending on which room, type of organization, and length of time needed.

**COMPUTER AND INTERNET POLICY: Computer usage is \$1.00 (for up to one hour).**

Computers are available for public use to access the Internet or to use programs such as word processing or spreadsheet. All users must request to use a computer by paying the fee at the circulation desk. Access to inappropriate sites may result in the user being restricted from using the Library computers, at the discretion of the Director .

**CHILDREN:** Parents must assume responsibility for their children's use of the Internet.

Therefore, a parent or guardian must supervise anyone under 18 at all times while they are using the Internet. Families/Groups are limited to two computers.

**Free WiFi** is available at the Library – the password is available at the circulation desk. Personal electronic devices may connect to a special printer – inquire at the desk.