

General Policies

- Inappropriate language is not allowed in the library.
- Voices must be kept down so that other patrons are not disturbed.
- There is no food or drink allowed in the library. This includes candy and snacks.

Check-out

- Patrons may check-out 6 items at a time (an item is one DVD, or one book).
- 4 DVDs may be checked out to one family or household at a time. So, even though you can check-out 6 items, you may only check out 4 DVDs. You can check out 4 DVDs and 2 books, or 6 books. But, if you have (or a family member who lives with you has) 3 DVDs already checked out, then you may only check out 1 DVD.
- Books are on loan for 2 weeks at a time. The due date will be stamped inside the book. Books will auto-renew after 2 weeks. If the book is needed an additional 2 weeks, you may call (972.736.3741) or email the library at library@princetontx.us to renew the books for an additional 2 weeks. Items must be returned to the shelves for at least one day when returned to allow other patrons access to the material. Library materials will not be due on days when the library is closed.
- DVDs are on loan for 1 week. There is an exception: DVDs that are an entire series or season, are on loan for 2 weeks. Movies may be renewed one time - over the phone (972.736.3741) or via email at library@princetontx.us.
- Materials not owned by the library may be available via Interlibrary Loan. This service is available to borrowers with a library card in good standing.
- Requests may be made to a staff member.

- Once the item is received by the library, the requesting patron will be notified to pick up the item on loan. The item will be due back in 2 weeks. This item will auto renew once. After that, the item must be returned to the library.
- Overdue fines are 25 cents a day. To avoid a fine, renew your item or place it in the drop box in front of the library.
- Library privileges (which include digital books) will be suspended if items are not returned or fines are not paid.

Lost/Damaged Materials

- Lost or damaged items will cause the patron to be assessed a fee of \$15 for books, \$25 for movies, and \$5 for damaged material.
- Refunds will not be made for lost items that are found by the patron after they have been paid for. At the time a lost item is paid for, ownership of said item, if found, is transferred to the patron.
- Lost or damaged items may be replaced by the patron with a new copy of the same item (same binding, ISBN, etc.). Replacements purchased by the borrower are not accepted in lieu of fees unless approved by the library staff as new.

Returning Books After Hours

- The library has an outdoor drop box located next to our front door. Items can be put inside the drop box during library closures. Library materials will not be due on days when the library is closed.

Computer

- Patrons may use the internet for 1 hour at a time. If we are not busy, and there are multiple open computers, time limitations will be waived. If there are people waiting to get on the computer, patrons who have been on the computer for an hour or more will be asked to log off. If you are working on a document such as a job application, resume, assignment or test and need more time to complete, please ask the librarian.
- No more than 2 patrons per computer.
- Respect the privacy of other computer users.
- No inappropriate images are to be viewed on the computer.
- Users may not use the Internet for any illegal activity.
- Children, accompanying an adult in the computer center, must not kick the computers, spin in chairs, or display disruptive behavior. If the problem persists, the adult will be asked to leave the computer area.
- Violation of the computer policy may result in loss of Internet access privileges.
- Patrons need to bring their own headphones to use while on the computer.
- Please delete any photographs or files that you are using from the library computers before leaving the computer station.

Unattended Children in the Library

- Children under 13 years of age may not be left unattended.
- Parents or guardians are responsible for the behavior of their children in the library.

- A sibling and/or a babysitter (age 16 or older) may accompany a young child. However, if the sibling or babysitter cannot control the younger child, the younger child shall be considered unattended.

View the [Unattended Children in the Library Notice \(PDF\)](#) for more information.

Patron Confidentiality

- The Lois Nelson Public Library is committed to the protection of all library customers' rights to privacy in the use of Library resources and discloses customer information to the customer only. In regard to minors, information may also be disclosed to the registered parent/guardian listed on the account.
- Library records will only be disclosed under court order, subpoena, or warrant as outlined in the state statute, Texas Government Code, Section 552.124 and the surveillance provisions included in the USA PATRIOT ACT (Public Law 107-56).