

COPPERAS COVE PUBLIC LIBRARY

BORROWER APPLICATION

Please present this form in person with a photo ID and proof of your current address.

Last Name		First Name	MI	DOB (mm/dd/yy) ____/____/____	
Residence Address (<i>verification required</i>)		City		State	Zip Code
Mailing Address (<i>if different than above</i>)		City		State	Zip Code
Home Phone Number () -	Cell Phone Number () -	Email Address			
Automated Notification Preference (<i>For advance notices, 3-day overdue notice, and reserves</i>)					
<input type="checkbox"/> Email <input type="checkbox"/> Text <input type="checkbox"/> No email or text desired <input type="checkbox"/> Also send calendars and announcements					
<i>I accept responsibility for following the Code of Conduct and financial responsibility for all items checked out by individuals I have listed on this application.</i>					
SIGNATURE _____				DATE ____/____/____	
OPTIONAL: Spouse and Children					
Spouses Last Name		First Name	MI	DOB (mm/dd/yy) ____/____/____	
Library Use-Account #	Cell Phone Number () -	Email Address			
Dependents (<i>Must be living with you and age 6, or have special needs</i>)					
<i>Library Use Account Number</i>	Last Name	First Name	MI	DOB (mm/dd/yy) ____/____/____	Internet Access <input type="checkbox"/>
				____/____/____	<input type="checkbox"/>
				____/____/____	<input type="checkbox"/>
				____/____/____	<input type="checkbox"/>
Library Use					
NON-RESIDENT <input type="checkbox"/>		<i>Account Number</i> <input style="width: 150px; height: 25px;" type="text"/>			
CITY EMPLOYEE <input type="checkbox"/>					
PROPERTY OWNER <input type="checkbox"/>					
STAFF INITIALS _____					
EXPIRES ____/____/____					

Patron Code of Conduct - Copperas Cove Public Library

The Copperas Cove Public Library is a place where all members of the community are welcome to come and enrich their lives without fear of threats to their safety. Library patrons are expected to conduct themselves in a manner that does not violate the rights or damage the property of others.

Encouraged Behavior

- Appropriate use of Library materials and facilities. Read! Study! Play! Learn!
- Children over the age of 10 using the library on their own and children under 10 using the library with adult supervision.
- Bringing backpacks, duffels, electronic devices or other personal property to the library. Note that personal property must be kept under personal control and staff cannot take responsibility for watching or safeguarding personal property for patrons.
- Service animals are welcome at the library but must remain under the personal control of the owner.
- Eating or drinking is permitted in the lobby and in the meeting room. Water in covered containers is welcome in the carpeted areas of the library.
- Respect other patrons' rights of access - both physically and intellectually - to the library.

Unacceptable Behavior

- Violation of any federal, state or local law. This includes carrying a weapon in violation of applicable statutes, possession of illegal substances, using library computers or networks to commit a crime, sexual harassment and theft or destruction of property.
- Engaging in disorderly conduct that disturbs library patrons or staff. Disorderly conduct includes running or play fighting or loud noise. These activities may be allowed or even encouraged during certain library programs in the meeting room.
- Loud conversations in person or by telephone that disturb other library patrons.
- Exhibiting inappropriate public behavior including threatening, denigrating, lewd or aggressive language or actions.
- Displaying or playing digital content that is inappropriate for a public place including but not limited to nudity, gore and explicit descriptions of sexual activity.
- Coming to the library with poor bodily hygiene or giving off a smell that disturbs other library patrons.
- Bathing in public restrooms or changing clothes outside of restroom stalls, with the exception of changing infants in designated changing locations.
- Coming to the library while under the influence of alcohol or other intoxicating substances.
- Consuming alcohol, tobacco, vapors or illegal substances at the library. Note that tobacco and vapors are allowed outdoors on library grounds.
- Soliciting donations, selling goods or services, campaigning, posting of notices or petitions, and distributing printed materials without authorization from the Library Director.
- Inappropriate public attire, including a lack of shoes or shirts.
- Failing to comply with directions from the library staff.

Failure to follow the Patron Code of Conduct may result in temporary or permanent exclusion from the Copperas Cove Public Library. Illegal activities may result in arrest.

COPPERAS COVE PUBLIC LIBRARY POLICIES AND BORROWER'S GUIDELINES

Cards: Library cards will be issued free of charge to those who reside or own property within the city limits of Copperas Cove, to city employees, to CCISD students and staff, to Killeen residents, to TexShare card holders, and to residents on post at Fort Hood. Other non-residents may obtain a borrower's card at a cost of \$10.00 per year. Applicants must provide a photo ID and proof of local residence. Military IDs are not acceptable because we cannot legally keep a photocopy of the ID. Local residence may be established using a current utility bill or other postmarked correspondence. Other evidence may be accepted but verified with a postcard before full borrowing privileges are permitted.

Please present your card or a picture ID when you check out library materials. Replacement library cards will be issued in accordance with the fee schedule.

Books: Books check out for three (3) weeks and may be renewed up to three (3) times unless there is a reserve on them.

Audio books and kits: Up to five (5) per account. Audio books and kits check out for three (3) weeks and may be renewed up to three (3) times unless there is a reserve on them.

Videos: Limited to five (5) per account or ten (10) per family. Videos check out for one (1) week and may be renewed three (3) times unless there is a reserve on them.

The maximum number of Children's items (Board, E, EH and ER) that can be checked out on patron account is thirty (30). For all other materials the maximum number that can be checked out is fifteen (15). There is a thirty (30) item overall maximum limit per account.

Renewals: You may renew items online, over the phone or in person during our regular business hours as long as the account does not have more than \$10.00 outstanding in fines and the items being renewed have not been reserved. Please have your patron ID number available when renewing.

Return of Materials: Library materials are the property of the City of Copperas Cove and should be returned on or before the due date. For your convenience a book drop is located in the parking lot near the front entrance. Borrowing privileges will be suspended if fines are greater than \$10.00. If materials are not returned and the replacement fees are not paid, the case may be referred to an agency for collection.

Reference: The Copperas Cove Public Library provides reference and information services to all library patrons. The reference staff is available to assist students in locating materials for class assignments but will not do their homework for them. The library staff is not able to give medical, legal, investment or income tax advice, but may assist patrons with locating information on these topics.

Public Computers: Computers that offer Microsoft Office and Internet access are available for public use in 60-minute increments of time, with assistance available from library staff. Patrons under 18 years old must be accompanied by a parent or guardian or else have a signed permission form on file in order to use the Internet. Wireless Internet access is also available along with a designated table for personal laptop use. Specific computers have been set aside in the library to view the card catalog. The card catalog is also available online. Patrons may also view their individual library accounts by use of assigned patron I.D. numbers.

Children's Services: The children's room has a selection of books, videos and audio books for children ranging from toddlers through junior high. During the school year we offer Story Time on Tuesdays and Thursdays at 10:00 a.m. for the 1 to 5 year olds. For 5-10 year olds we offer After School time M-Th 3:30-5 PM with chess, STEM games and homework assistance. In the summer the library offers a summer reading program for children ages 1 to 16. Children under the age of 10 must be supervised by a responsible adult while they are in the library. The library does **not** assume responsibility for the suitability of materials selected by children; their choices are the responsibility of the parent. Lost book fees are also the financial responsibility of the parent.

CITY OF COPPERAS COVE ADOPTED FEE SCHEDULE

Library cards:

Resident	No Charge
Non-Resident User Fee (per year)	\$10.00
Replacement Card (lost only)	\$3.00

Fines:

- Overdue Interlibrary-loan (per day)	\$1.00
- Lost/Damaged ILL processing fee	\$10.00 plus Cost of Item
Lost/Damaged Items	Cost + \$10.00
Overdue Postage - Regular (per notice)	\$0.65
Inter Library Loan Postage	\$3.75

Miscellaneous Repair/Replacement Costs:

- Video Cover (Video/DVD Case), kit bags, labels	Actual Cost
- Rebinding of Damaged Books	Actual Cost
- Replacement Videos/Audio Cassettes, DVDs, CDs	Actual Cost
- Minor Damage Fee (per item)	\$5.00

Test Proctoring	\$15.00/hr
Typing Paper (per sheet)	\$0.10
Computer Printout (B&W, per page)	\$0.10
Computer Printout (Color, per page)	\$0.15

Meeting Room Rental:

- Government Entity	No Charge
- Youth Groups (free 2 hr block twice monthly, charge after that)	\$25.00/ 2 hrs
- Non Profit Organizations (per hour)	\$25.00
- Private Organizations (per hour)	\$50.00