

### LIBRARY CARDS

- Free to Morgan County residents with valid identification verifying residency and current mailing address.
- Free to those who live outside Morgan County but work, attend school or own a business in Morgan County. Present employee check stub, report card, etc. and proof of current address.
- A child younger than 16 must have a parent or guardian sign the application stating they will accept financial responsibility. There is no minimum age to obtain a library card.
- Computer Use Only cards: Free to those age 16 and older. Present identification with name and address.
- Library cards are valid for two (2) years (*excludes non-resident cards.*) Replacement of a lost/missing card is **\$3.00**.
- Nonresident cards: **\$15/individual; \$25/family**. Proof of address required; valid for one (1) year.
- All fines and fees must be paid in full and all overdue items returned before a library card can be renewed, replaced, or a computer card issued.
- Borrowing privileges and use of public computers will be suspended for cardholders with overdue items and with fines/fees of \$5 or more.
- Cardholders are responsible for all use made of the card until it is reported lost or stolen. Lost or stolen cards should be reported immediately to the Public Services Department:  
**256-353-2993, ext. 108.**

### PUBLIC COMPUTERS

One of the following is required to use a computer:

- A valid Decatur Public Library card or,
- Computer Use Only card.

*No one may use another person's library card to access a computer.*

**Time Limit: 1 hour per day, per person**

Computers shut down 15 minutes prior to closing.

### GENERAL INFORMATION

- Cell phones should be set to **SILENT** and cell phone conversations taken outside.
- Computer printouts (8½" x 11") Black & white - **20¢** each; Color - **\$1.00** each.
- Pay for printouts at the Public Services desk (*Cash or credit/debit*)
- Copier is coin-operated-**20¢** each.
- Wi-Fi is available in the building and parking lot. Choose "DPL Guest"; no password required!
- To pay fines by phone, provide your library card number and a credit or debit card.

### RENEWING ITEMS

- Items can be renewed by phone, in person, or [online](#).
- Call or come in to renew overdue items.
- Renewals not available on items reserved by another person.

### RETURNING ITEMS

- 2 book drops and 1 audiovisual drop provided for your convenience. All return bins are located in the 6<sup>th</sup> Avenue parking lot.
- Lost or damaged items-replacement cost charged.

TYPE OF MATERIAL	LIMIT PER CARD	LOAN PERIOD	RENEWAL ALLOWED	ON-SHELF HOLDS	# HOLDS ALLOWED	DAILY FINE	FINE CAP PER ITEM
BOOK	50	14 Days	YES (2)	Yes	15	25¢	\$10.00
BOOK-on-CD	5	14 Days	YES (2)	Yes	5	25¢	\$10.00
DVD	5	7 Days	YES (2)	Yes	5	25¢	\$10.00
KIT	5	14 Days	Yes (2)	Yes	5	25¢	\$10.00
Interlibrary Loan (\$3.00)	4	Varies	NO	N/A	N/A	\$1.00	No Maximum

- Items on reserve cannot be renewed.
- 50 is the limit per card-all formats combined.