

Taneyhills Community Library

Hours: Monday, Wednesday, Thursday, Friday

200 South Fourth St

Branson, MO 65616

417-334-1418

Website: www.taneyhillscommunitylibrary.org

10:00AM to 5:00PM

Tuesday: 10:00AM to 7:00PM

Saturday: 10:00AM to 3:00PM

email: taneyhills@gmail.com

CARDHOLDER POLICIES

This Library is a 501c3, not-for-profit organization, and operates without local, county, state, or federal tax support. Operating expenses are funded by sales in the Thrift Shop and Used Book Store, fundraising events, "Friend" memberships, library card fees, public computer usage fees, printing, FAX, scanning, and the generous donations of our cardholders and sponsors. The Library Director and three staff are paid employees. All other workers are volunteers.

ANNUAL COST TO OBTAIN A LIBRARY CARD

INDIVIDUALS \$ 5.00

FAMILY (3 or more) \$15.00

GUEST (2 card max) \$ 5.00 each (visitors & those without proof of permanent residency)

APPLYING FOR A LIBRARY CARD:

Complete an application at the circulation desk. A prospective patron needs to supply a photo ID and a form of identification showing proof of current address. **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 CARDHOLDERS WILL BE RESPONSIBLE FOR RETURNING ALL MATERIALS, AND CHARGES INCURRED FOR LOST OR DAMAGED ITEMS.

CHILDREN:

A parent or guardian must be present and sign the application form for children under 18. When 18, a young adult may apply for his or her own library card, without parental signature, with proper identification. Young children must be accompanied and supervised by a parent or adult during library visits.

USE OF YOUR LIBRARY CARD:

"Guests" may check out 2 items while their card is active. All other cardholders may check out 2 items when a new card is first issued; when these are returned without fines or damage, 8 items may be checked out. The lending period is 2 weeks.

ONLINE CATALOG is available for searches of materials at the Taneyhills Library. Your library 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> or find the link on our website. Login/User ID is your library card number; password is your last name with first letter capitalized.

eBOOKS, eAUDIOBOOKS, eMAGAZINES, TUMBLEBOOKS, and family INFOBASEs are available for all cardholders. Inquire at the desk about accessing these services online or find the links on the Library's website (above).

FINES: A fine of 10 cents a day (excluding Sundays and holiday closures) is charged for all overdue materials. Cardholders who have outstanding fines or overdue items will only be issued additional library materials at the discretion of the Library Director or the Library Manager. The Library Director or Manager will determine the charge for lost or damaged items. Cardholders 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 (TLC), Periodicals and Newspapers.

RENEWALS:

You may renew items for an additional loan period. High priority items (those in demand) may not always be renewed if another cardholder has requested the item. Renewals may be made by telephone or by online catalog or at the front desk.

RETURNS:

During library hours, please return all materials to the front desk. Two outside drop boxes are provided for after-hour returns.

PRINT AND FAX CHARGES:

Photocopies are 15 cents per sheet. Color copies cost \$1.00 per sheet. FAX services are available for \$1.00 per page. We ask that all print requests be previewed by the user before sending to the printer. Users will be responsible to pay for all pages printed, even if done so in error.

SCANNER: The public may use the scanner function that is available on the copy machine. Scanned items may be sent directly to an email address or a flash drive. Cost of scanner usage is 15 cents per page.

HOLDS:

The library staff will be glad to arrange to hold a specific item for a cardholder. A hold on material may be placed through the online catalog. There is a six-hold maximum per cardholder.

MEETING ROOMS:

There are several meeting rooms available to individuals or organized groups. Reservations must be made in advance by contacting the Library Director or Library Manager. 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. For mobile electronic device printing, please inquire at the desk.