

Welcome to the Charles County Public Library!



OUR MISSION:

To acquire and make available information, books, and other library materials that most closely match the needs of our service community, the residents of Charles County.

LIBRARY SERVICES

- Print and non-print materials for all ages: books, videos or DVDs, periodicals and recorded books
- Catalog and databases via the Internet: www.ccplonline.org
- Reference services: including 24/7 "Ask Us Now" virtual reference
- NIGHTOWL - late night quick reference: 1-800-325-NITE
- Interlibrary loans and MARINA (materials from across the state)
- Computers for Internet access and word processing
- Children's programming and DIAL A STORY: 301-934-3552
- Outreach Services for daycare and homebound
- Photocopiers
- TTY for the deaf at the La Plata branch 301-934-9090.
TTY pay phone at P.D. Brown branch

Please note: To use an unfiltered computer each customer must present a photo ID with birth date for each use. Customers without a photo ID and those under 18 will be assigned filtered access to the Internet.

LIBRARY CARD

A library card is a privilege. First library cards are free to those who live or work in Maryland. There is a \$5.00 annual fee for others. A photo ID with your name and current mailing address is required for verification. A parent or legal guardian must accompany and sign for applicants under age 16. Library records are confidential.

The borrower/guardian is responsible for the card's security and condition, any material checked out on the card, and for any charges incurred.

Please notify the library of any name, phone number or address change, and report lost or stolen cards immediately. Replacement cards are available at a cost of \$5.00 each plus any charges on the account.

A valid library card (one with less than \$5.00 in charges) is required to check out, renew, or request library materials. **Your library card can be used in any public library in Charles, Calvert and St. Mary's counties.** Loan policies and rules may vary for each county.

LOAN PERIOD

In order to allow other customers the opportunity to enjoy library materials, most items are loaned for 3 weeks. Entertainment videos and DVDs are on loan for 3 consecutive nights.

We will be happy to stamp your loaned items to help you remember the due dates. Any item returned after closing on the due date will be considered late and the appropriate late fee charged.

ITEM LIMITS

Our goal is to help you enjoy the many library materials we offer; therefore we limit only juvenile non-fiction books through the school year (Labor Day to Memorial Day). In order to have as many materials as possible for school assignments, we limit these books to 3 per subject.

OVERDUE CHARGES

- Books, kits, juvenile recorded books:
\$.15 per day, per item and \$5.00 maximum
 - Videos, DVDs, adult recorded books:
\$1.00 per day, per item and \$10.00 maximum
 - Book Xpress: \$1.00 per day, per item and a \$5.00 maximum
- You may be advised of charges at the circulation desk or you can check your account online in our COSMOS Catalog. Payments are accepted by cash, personal check or money order. The check writer must have a library card. There is a \$15.00 service charge for returned checks.

LOST OR DAMAGED MATERIALS

- The charge for a lost or damaged item is the actual cost of the item
 - Damaged barcode fee: \$2.00
 - Replacement video case fee: \$1.00
- The library is not responsible for your electronic equipment.