

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
- Book discussions for adults
- 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

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 processing fee of \$5.00 each plus any charges on the account.

A valid library card (one with less than \$10.00 in charges) is required to check out, renew, request library materials or access public

computers. **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 provide printed receipts to help you remember the due dates. Any item returned after 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: \$1.15 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 \$10.00 maximum
- DVD Xpress: \$1.00 per day, per item and a \$10.00 maximum
- Playaways: \$1.00 per day, per item and a \$10.00 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 valid library card. There is a \$25.00 service charge for returned checks.

LOST OR DAMAGED MATERIALS

- The charge for a lost or damaged item is the replacement cost of the item
- Damaged barcode fee: \$2.00
- Replacement video case fee: \$1.00

The library is not responsible for your electronic equipment.

RENEWALS

Renewals are available in person and by phone during normal business hours -- or, online.

Renewals are not guaranteed. If not reserved for another customer, most items may be renewed four times. You will need your valid library card or the item barcode number of each item for phone renewals. Some interlibrary loan materials may not be renewable.

RESERVED ITEMS AND INTERLIBRARY LOANS

For your convenience, books not on our shelves may be requested from other libraries, and most can be sent to the library branch of your choice. You will be notified when your items arrive. Most items are held for **5** days; ~~entertainment videos, DVDs are held for 3 days.~~ Reserved items must be checked out using the same card used to reserve them.

WHERE TO RETURN LIBRARY ITEMS

With a few exceptions, you may return borrowed items to any Charles, Calvert or St. Mary's Public Library, or any public library in Maryland.