



# Library Card Application

## Applicant Information

Last Name: \_\_\_\_\_ Home Phone: (\_\_\_\_) \_\_\_\_\_

First Name: \_\_\_\_\_ M.I.: \_\_\_\_\_ Work Phone: (\_\_\_\_) \_\_\_\_\_

E-mail address: \_\_\_\_\_

## Mailing Address of Borrower or Parent/Guardian:

Street Address or P.O. Box: \_\_\_\_\_ Apartment Number: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

<p style="text-align: center; font-weight: bold;">Staff Use Only</p> <p style="text-align: center;"><b>Resident of Hays County (no charge)</b>  <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p style="text-align: center;"><b>If no – Card issued</b>  <input type="checkbox"/> 3 month temporary card – \$5.00  <input type="checkbox"/> permanent card – \$14.00</p> <p><b>Expiration date</b> _____</p> <p>Identification verified? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>Staff Initials: _____</p>	<p style="text-align: center; font-weight: bold;">Staff Use Only</p> <p style="text-align: center;"><b>Adult</b> <input type="checkbox"/> <b>Teen</b> <input type="checkbox"/> <b>Child</b> <input type="checkbox"/></p> <p style="text-align: center;"><b>Computer agreement</b>  <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p style="text-align: center;"><b>If minor, Computer use permission:</b>  <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p style="text-align: center;"><b>Parent/Guardian Name: (please print)</b>          _____</p> <p style="text-align: center;"><b>Permission to send newsletter?</b>  <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p style="text-align: center;"><b>Permission to send due date notice by email?</b>  <input type="checkbox"/> YES <input type="checkbox"/> NO</p>
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## Instructions

To apply for a Dripping Springs Community Library card for yourself, complete this form and present it in person with a **valid photo ID** and **proof of your current address**. Valid photo ID's must have an identifying number. Examples: Driver's License, TX DPS ID, Passport, Resident Alien Card. Proof of current residence includes Driver's License, Department of Public Safety ID, personalized check, savings passbook, bank or credit union statement, voter's registration, vehicle registration, liability insurance, rent receipt, utility deposit or utility bill.

To apply for a Library card for a child or dependent: fill in the child's/dependent's name as borrower with your name in the parent/guardian area of the form. Provide child's/dependent's residence address. Provide a photo ID with an identifying number and proof of your current address in your name, as outlined above. Sign the application, assuming responsibility for all charges incurred against the card. The child/dependent should sign also, on the Borrower line.

**I agree to follow the Library Rules of Behavior, to accept responsibility for the use of Library computer resources, and to accept responsibility for all materials checked out on:**

My Card  
 X \_\_\_\_\_

My Dependent's Card  
 X \_\_\_\_\_

*Signature of Borrower*

*Signature of Guardian (if applicable)*

Last Name

First Name

Card Number



# Library Policy Agreement

Last Name \_\_\_\_\_

First Name \_\_\_\_\_

Card Number \_\_\_\_\_

## General Use

The Dripping Springs Community Library hopes that the people who use the library will find the facilities a warm, welcoming place to be, as well as a receptive environment for lifelong learning. The library encourages children of all ages to visit the library with their parents to take advantage of the available resources.

Library policies are designed to provide for the safety, security, and comfort of all people, regardless of age, using the Library. Library visitors and library personnel share responsibilities for maintaining this vital community resource just as they share its space and resources.

Library visitors are required to observe these Library's rules of behavior and to accept responsibility for the use of the Library's computer resources and for all materials borrowed. Library staff stand ready to assist library visitors and to respond promptly to patron concerns guided by library policies and the underlying principles shaping those policies. Library policies are designed for the safety, security, and comfort of all those sharing the Library resources.

People demonstrating disruptive behavior will be required to leave the library grounds. Dripping Springs Community Library is pleased to support Dripping Springs Independent School District in the development of character of the community's youth and voluntarily ascribes to the DSISD Code of Conduct. **Persistent** or serious disruptive behavior, as defined by the DSISD Code of Conduct, may result in the complete or partial loss of library access or borrowing privileges. Restoration of library access or borrowing privileges will follow a prescribed schedule and is subject to review by the Library Director.

## Children's Safety at the Library

Parents must guide the behavior of their children under the age of eighteen, set age-appropriate limits, and observe necessary precautions for the safety of their children in the library.

To best insure their safety, children under the age of ten cannot be left unattended **or unsupervised** in the library. In order to best safeguard their children, parents will want to be readily available and within close proximity, whether their children are browsing for materials or participating in library programs.

Parents are responsible for providing transportation for older children with an awareness of library business hours. Children cannot be left on the property after business hours. Staff cannot know if children are leaving with a parent or with a stranger. Occasionally children who are unsupervised become bored, disruptive and destructive. It is not the library's intention to seek out unattended children but rather to have a reasonable response prepared as problems present themselves.

It is the responsibility of parents to insure the appropriate behavior of their children in the library. Library personnel can not be responsible for children who are unsupervised. All library patrons demonstrating disruptive behavior will be required to leave the library for a period of time to be determined by library staff with the oversight of the Library Director. As appropriate, Dripping Springs Community Library will consult with the parent(s) or guardian(s) of minors.

## Borrowed Materials

Circulating books, in print or alternative formats, can be borrowed for three weeks. Films on videotape or DVD can be checked out for one week. Unless requested by other library patrons, items may be renewed in person, by telephone, or online through the Library's website. Items may be borrowed from other libraries through Inter-library Loan. Items not immediately available may be reserved for future use. Late fines of **25 cents per day** are assessed with a maximum fine on any overdue item of \$5. Dripping Springs Community Library charges the retail cost of an item at time of purchase plus a processing fee of \$5 for lost or

damaged items. Items can be returned to the circulation desk, the children's circulation desk, or placed in the book drop after hours.

### **Limits to Access**

The Dripping Springs Community Library serves all residents of Hays County and/or the Dripping Springs Independent School District, and all persons employed or enrolled in a college located in Hays County free of charge. Those residing outside of the area may purchase a limited use card or a renewable card for a fee. This fee is waived for TexShare card holders.

TexShare card holders share all borrowing privileges and are subject to the same policies as resident patrons with one exception. TexShare cardholders are not eligible for interlibrary loan through the Dripping Springs Community Library and are referred to their "home" library for this service.

In order to best share limited resources, the Library sets and periodically reviews material and service limits per cardholder. Library items may be designated for in-library reference use only. Cardholders must maintain an accumulated fee and fine total of \$5.00 or less to preserve their library borrowing privileges.

### **Computer Resources and Internet Access**

Internet access provides a means for library users to obtain information resources beyond the walls of the Dripping Springs Community Library.

Dripping Springs Community Library card holders are allowed unlimited access to the Internet during our open hours unless there is a wait. Public computer users are subject to the disclaimers and guidelines below.

#### **Disclaimers**

The DSCL Library offers both filtered and non-filtered computer access. *Filtering does not guarantee blocking inappropriate or illegal sites.*

Parents of minor children must assume responsibility for their children's use of the Internet in the library and must provide signed permission for children age 18 and younger.

Not all information obtained from the Internet is equally credible or current. The Library cannot be held responsible for the accuracy, reliability, or legality of the content of any database. Evaluation of material retrieved is the responsibility of the user.

Users are expected to comply with U.S. copyright law (Title 17, U.S. code), which prohibits the unauthorized reproduction or distribution of copyrighted materials, except as permitted by the principles of "fair use".

Library equipment may not be used for illegal purposes. Violations will result in loss of computer access privileges. Unlawful activities or deliberate misuse of computers is subject to further penalties defined by local, state and federal law.

#### **Guidelines for Internet Use**

Library staff will assist any individual computer user without prejudice or definition of task as time permits.

Using their Dripping Springs Community Library card or a valid identification card, Patrons "check out" the computer at the circulation desk. Each session is 30 minutes; however, requests for additional time will be honored if no one else is waiting, up to 120 minutes with exceptions made with the director of the library.

In order to best protect their identity and personal data, patrons are expected to "log-out" at the computer workstation and "check-in" the computer at the circulation desk when the session is completed.

Patrons are encouraged to inform library personnel when computers need attention.

Printed pages are \$.20 each for black-and-white printouts, payable at the circulation desk.

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Patron Signature

DATE

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Parent or Guardian Signature

DATE