

CITY OF COPPELL

LIBRARY OPERATING PROCEDURE

Circulation Services 101	Issue Date: 10/07/02
Hours and Services Policy	Revision Date: 1/08/15

1. The Coppel Public Library shall consist of the public library and other remote locations as recommended by the Library Board and authorized by the City.

2. The library will have regularly scheduled hours and have them posted. Currently, the hours are:

Monday – Thursday	10 a.m. - 9 p.m.
Friday	10 a.m. - 6 p.m.
Saturday	10 a.m. - 5 p.m.
Sunday	1 p.m. - 5 p.m.

3. Each person wishing to borrow materials from the library must complete an application and agree to comply with the rules of the library, make good any loss or damage to materials, and give immediate notice of change of address or telephone number. A parent/guardian must sign the library card application for minor children. A minor is anyone under the age of 18. Anyone 18 and older must show identification along with the completed application to obtain a library card. This identification must be a photo ID issued by a government agency, such as a Texas Driver's License or Texas Identification Card, and must include current street address. Street address may also be supported by other documentation, such as a utility bill, phone bill, rental agreement, etc. If an applicant does not have a valid Texas driver's license or an ID card, he/she must show another state's driver's license and some proof of current Texas residency.

4. Borrowers must use their own library card to check out materials.

5. Magazines may be borrowed for one (1) week. Movies may be checked out for one (1) week. All other items may be borrowed for three (3) weeks unless otherwise specified. Items may be renewed twice. Renewals are dependent upon whether or not someone else has requested the item, or the renewal limit has been reached.

6. Materials may be renewed via the online catalog or by calling the accounts desk.

7. A limit of 40 items may be checked out, although some collections may have smaller limits.

8. Overdue materials must be renewed or returned before other items may be borrowed.

9. Materials must be checked out at one of the self check machines or the accounts desk before being taken from the library.
10. Reference materials are for use in the library only.
11. Materials will be kept on the hold shelf for 7 days following the initial attempt to contact the citizen who requested the item.
12. If a replacement library card is needed, a fee of \$1.00 will be charged.
13. Coppell resident library cards are subject to address verification every two years. Non-resident library cards may be purchased annually or every six months. Non-residents who attend or are employed by the Coppell Independent School District or other Coppell private/charter schools are eligible for a free limited-access CISD card.
14. A library card must be presented in order to check out an internet computer. Library accounts must be clear of fees before checking out a computer.
15. Interlibrary Loan services are only available for residents of Coppell. Library accounts must be clear of fees and overdue items before placing a request.
16. Borrowers who fail to comply with these rules may be denied use of the library.