

# New Patron Information

**2 forms of ID are required** to apply for a library account, such as a Driver License and a utility bill. Your library account is assigned a library number (not an actual card) that will be used to check-out materials for you or your family members. Family or individual numbers are permissible.

**We are a part of a consortium of four libraries** and your library account can also be used at the other three libraries (Smithfield, Richmond, & Newton) as long as you are in good standing. Your home base library should be the closest one to your residence.

**Check-out period is two weeks**, unless you request an extended time. Materials may be renewed if they are not on a waiting list. Renewals can be done by calling 258-5515 (leave a message if we are busy or closed)

**Overdue fines** are 5¢ per day, per item, per day. Patrons with outstanding library fines of \$5.00 or more will have privileges withheld until fines are paid in full or payment arrangements are made.

**Damaged or lost books** will be charged to the patron for repair costs or replacement costs.

**Interlibrary Loan** is offered to anyone who is in good standing with the library. This service is provided when an item is not available locally, these items can come from all over the nation. A charge of \$2.00 per request serves to offset some of the postage expense in returning the item. Items usually take one to three weeks to arrive.

**A Summer Reading Program and Story Time** are offered at the library. Current dates and times are posted at the library entrance and on the library website.

There are **Eight computer stations** available to the public for Internet usage. All individuals under the age of 18 must have a permission slip signed by a parent or guardian. Time is limited to 60 minutes when others are waiting. Time may be adjusted for longer use if working on homework assignment or taking an online test. Internet may **not** be used for games, gambling, or pornography. Computer usage may be monitored. A copy of our Internet Policy is available at the check-out counter.

We have a printer that will: **print, copy, and scan to email**, is available at a charge of 10¢ per black & white copy or print and 50¢ per color copy or print (each side)

The **Book Drop** is located outside North of library door for after hour book returns. **Please Return all audio and video inside at desk and not in drop box.**

**Search our catalog online** (and many other sites available on our website). *Utah's Online Library* is also found on our site – an excellent and credible source of information on many topics. *Utah's Online Library* is also where you can download free ebooks, audio books, videos and magazines.

If you have any **questions**, please feel free to call: **258-5515**. We hope you enjoy the Lewiston Public Library and take advantage of the services available to you.