



Library Card Application - Welcome to Liberty Hill Public Library!

Do you live in the Liberty Hill Independent School District? _____ Yes _____ No

If you do not live in LHISD, there is an annual out of district fee of: **\$25** for an individual membership; **\$40** for a family membership or **\$20** for a senior (65+) membership. The following subdivisions are located outside of our district, but we will provide a library card at no charge: **Summerlyn, Wildleaf, Larkspur, Orchard Ridge and Grayson.**

PLEASE PRINT and fill out the information below. If you are also getting library cards for your child/children, or spouse/partner you can list their names and information in the section below.

Last Name _____ First Name _____

Address _____ ZIP Code _____

Phone Number(s) _____ Cell _____ Home _____

Email Address _____

Check your preference for receiving the following notices from Liberty Hill Public Library.

The reserve/hold you placed is now ready for you to pick up _____ Phone _____ Email _____ Text _____

The items you have checked out are now overdue _____ Phone _____ Email _____ Text _____

Your library items are due in three days (due date warning) _____ Phone _____ Email _____ Text _____

Would you like an emailed receipt for items checked out from the library? _____ Yes _____ No

- ☐ You may get a library card for your partner/spouse by providing their name and phone number.
- ☐ Parents/Guardians must fill out and sign this application for all children under the age of 18.
- ☐ Please provide their last name and address if it differs from yours. Parents/guardians also assume physical and financial responsibility for all library materials borrowed by the child/children listed on this application.

Partner/Spouse's Name _____

Library Staff Only

Card Number _____

Phone & Email _____

Child's Name _____ Age _____

Library Staff Only

Card Number _____

Child's Name _____ Age _____

Card Number _____

Child's Name _____ Age _____

Card Number _____

Please read the library card policies on the back of this application before signing below.

Signature _____ Date _____

Library Staff Only

Input By _____

Checked By _____

Library Card Number _____ Driver's License _____ Link to account _____

Liberty Hill Public Library - Library Card Policies

By signing your library card application, you agree to the following rules and regulations regarding the use of your Liberty Hill Public Library Card and Account. If these rules and regulations are violated, it can result in the suspension of all library privileges.

1. Your library account must be in good standing in order to check out any items from Liberty Hill Public Library with your library card. Good standing is defined as no overdue items, no lost or damaged items, and no outstanding charges for lost or damaged items.
2. All accounts that are linked together must all be in good standing for anyone on that linked account to be able to check out materials. This means that children's accounts with those of their parents or guardians, spouses or partners, etc.
3. If you lose your library card, you can purchase a replacement card is **\$2.00**.
4. Cardholders are responsible for all materials charged to a card.
5. You are financially responsible for any library materials that become lost or damaged when they are checked out under your account or an account that you are responsible for.
6. Borrowed materials must be returned within the specified loan period (one week for DVDs and games; two weeks for all other material).
7. Cardholders are responsible for paying late fees and fines for all materials charged to their card or any cards that they are responsible for.
8. Individuals under 18 years of age may not apply for a library card on their own.
9. A parent/guardian must visit the library and fill out and sign the library card application for individuals under 18. The parent/guardian is also responsible for all the material checked on the cards of these individuals.
10. The parent or guardian must also take responsibility, including financial responsibility for any items checked out on the card of those individuals they assumed responsibility for.
11. When an item is lost, the card holder will be assessed the retail cost to replace the lost item plus a \$5.00 processing fee. Any changes to this policy can only be made at the discretion of the Library Director.
12. When an item is damaged, the card holder will be assessed the retail cost to replace the damaged item with a brand-new copy of the exact same item plus a \$5.00 processing fee. Any changes to this policy can only be made at the discretion of the Library Director.
13. All library material borrowed by a cardholder must be returned to Liberty Hill Public Library only. Items that are returned to other libraries must be picked up at that library by the cardholder and returned to Liberty Hill Public Library.
14. If an item is returned by a cardholder to another library and not picked up by that cardholder, Liberty Hill Public Library will charge the cardholder the cost to replace the item plus a \$5.00 processing fee. Any changes to this policy can only be made at the discretion of the Library Director.
15. A library card and the services that it entails are a privilege. Failure to follow, adhere to, or violations of all of the above rules and regulations as stated can result in the privileges of the cardholder being suspended or permanently revoked.