



New Library Card

Your first card is free. The barcode on the back of the card is your access to the circulation system. You will need that barcode to check out or renew library materials, to place requests and access the **Other Databases**. If you lose your card, there is a \$3.00 replacement charge.

Loan Periods

Books, audios and other materials – 2 weeks Most videos – 2 days Exercise & ‘how to’ videos – 2 weeks Magazines – 2 days Books on call – 2 weeks (no renewals) Projectors, screens, & cassette players – 2 days Extended loan periods are available to our patrons on request.

Renewals

If necessary, library materials may be renewed for two extra loan periods for a total borrowing period of 6 weeks, providing there are no requests (holds) for the items. Bring items and your library card into the library to renew them. Items may be renewed by phone only once.

Requests

Requests may be placed on items currently checked out or on order. You will need your library card and the author and title of the item you wish to request. You will be notified as soon as it becomes available for you. Prompt pick-up is essential as we only hold items out of

	circulation for one week. If you are picking up an item on hold for someone else, please bring that person's library card with you.
Fines	A fine of five cents per day for each item will be levied. Saturday, Sunday and holidays will not be included in fines. For videos, fines are \$1.00 pr day. If equipment is not returned , the patron will be held liable for the replacement cost of the equipment, and court and law enforcement processing costs.
Lost/Damaged Materials	You are responsible for any library materials checked out on your card. If an item is lost, stolen or damaged beyond repair, the fee is the current replacement cost of the item plus a \$5 processing fee. A rebinding fee may be charged for items slightly damaged. If you pay for a lost item and then find it within 6 months, you may receive a refund (less overdue fines) provided the item is in good condition.
WYLD CAT (the computer catalog)	The Hot Springs County Library catalog is on-line as part of the Wyoming Library Database (WYLD CAT). This database contains more than one million titles and it provides access to the collections of most public and academic libraries in the state. Along with WyLD Cat, our public access computers also offers Other Databases that have full text articles from magazines, newspapers, reference books, etc. Free classes in the use of these databases are available upon request.
