

# LITTLE ELM PUBLIC LIBRARY POLICIES

## Overdue Materials

- Any members with overdue items will not be able to check out additional library materials or use library computer services until the items are returned.
- Any members with items that are overdue by 6 months will be billed for the cost of replacing the item.
- There will be no refunds for lost items that are found after restitution is made.
- Members will be held financially responsible for lost or damaged materials check out on their cards.
- There are no fines for materials returned late without damage- even after the 6 month period.

For further details about our collection, the Materials Collection Policy can be viewed through a link on our FAQs page.

## Food and Drink

- Little Elm Public Library does not prohibit food and drink consumption within the library.
- The library does, however, reserve the right to ask an individual to stop food and beverage consumption in the library if the individual is unable to eat and drink without creating a mess. This is subject to the discretion of library staff.
- Library members will be held responsible for damage caused by their improper food and beverage consumption.
- Consumption of Alcoholic beverages is prohibited in the library, with the exception of library sponsored events.

## Inter-Library Loans

- The library offers inter-library loan service to its members in an effort to offer a selection beyond LEPL holdings.
- Any fees charged by the lending institutions are the responsibility of the borrower.
- Loss of inter-library loan privileges may result if:
  - 1) Two Inter-Library Loans are Returned Overdue
  - 2) Two Inter-Library Loans are ordered and are not picked up upon arrival.

## Member Privacy

- Library members' personal information and privacy is highly valued by Little Elm Public Library. As such, confidential member information will not be shared by library staff with anyone without consent.
- To the same end, a member must have a valid photo ID or their library card to check out materials or use their library computer services account. This is for patron privacy and security.

## Lost or Stolen Cards

- Once a card is reported lost or stolen by the cardholder to LEPL staff the card is immediately invalidated.
- Replacement cards are available upon presentation of valid photo ID.
- LEPL does NOT check ID against the library member signature at checkout.
- Members are held responsible for materials checked out on their card prior to the library being notified of the theft/loss of the card.

## Unattended Children

- Little Elm Public Library assumes no responsibility for children left unattended on the Library premises. The Library staff is not authorized to act in place of parents. Staff members are responsible for assisting all Library customers and cannot adequately monitor unattended children.
- Children under the age of 12 years old are required to be accompanied by a designated guardian of at least 16 years of age.
- To promote a safe environment for children, the library expects parents, or appropriate guardians, to stay with the children in their care while in the library.
- Library staff will make attempts to contact a parent or responsible guardian for any unattended child or child in distress.
- When a child is discovered to be unattended and a parent or appropriate guardian cannot be located or contacted, the library may place the unattended child in the care of the Little Elm Police Department.
- If library staff observed suspected abuse or neglect on the part of a parent or responsible caregiver, they may contact the police, social services, or another agency about a child in danger at the library.
- The library is not responsible for children left without transportation after operating hours. These children will not be allowed to wait inside the building and staff may place them in the care of the Little Elm Police Department.