

CITY OF COPPELL

LIBRARY OPERATING PROCEDURE

Circulation Services 101	Issue Date: 10/07/02
Hours and Services Guidelines	Revision Date: 02/01/17

1. The Cozby Library and Community Commons 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. Coppell resident library cards are subject to address verification. A limit of 40 items may be checked out, although some collections may have smaller limits.
5. Non-resident library cards may be purchased annually or every six months. Non-resident cards are subject to address verification annually or every six months. A limit of 40 items may be checked out, although some collections may have smaller limits.
6. 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. Non-residents who live in the CISD boundaries and are homeschooled are also eligible for the CISD card. CISD cards are subject to address verification at the beginning of each school year. A limit of 5 books may be checked out.

7. Non-residents who own a business or head an organization which is located in the Coppell city limits or is a member of the Coppell Chamber of Commerce are eligible for a free limited-access business card. Proof of business ownership must be presented. This proof may include present corporate/business license, current paid tax receipt, Coppell chamber membership, tax id or certificate of existence, etc. Business cards are subject to address verification annually. A limit of 5 books may be checked out.
8. Borrowers must use their own library card to check out materials.
9. Magazines may be borrowed for one (1) week. Movies may be checked out for one or three (1 or 3) weeks depending on collection. 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.
10. Materials may be renewed via the online catalog or by contacting the library.
11. Overdue materials must be renewed or returned before other items may be borrowed.
12. Materials must be checked out at one of the self check machines or a service desk before being taken from the library.
13. Reference materials and newspapers are provided for in-house use.
14. Materials will be kept on the hold shelf for 7 days following the initial attempt to contact the citizen who requested the item.
15. If a replacement library card is needed, a fee of \$1.00 will be charged.
16. A library card must be presented in order to check out an internet computer or library laptop. Library accounts must be clear of fees and overdue materials before checking out a computer or laptop. A limited-use guest pass will be available for non-card holders to check out an internet computer.
17. Interlibrary Loan services are only available for residents of Coppell. Library accounts must be clear of fees and overdue items before placing a request.
18. Borrowers who fail to comply with these rules may be denied use of the library.