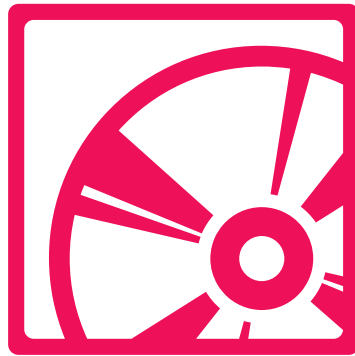




IRVING PUBLIC LIBRARY



more than a card

YOUR LIBRARY CARD



IRVING
T E X A S

Thank you for bringing your card each time you visit the Irving Public Library. **Your library card is required for every transaction.**

With your Library Card you can...

- Check out library materials
- Use or reserve the public computers
- Place a hold request
- Download audiobooks or eBooks
- Access electronic tools for research, learning, or job-hunting
- Use the self-checkout station
- Renew materials you have checked out
- Review your account information

New Library Card – Limits

- Five-item checkout limit which can include no more than two DVDs
- Customers in good standing after 90 days may request a Full Privilege card

Full Privilege Library Card – Limits

- 50-item checkout limit
- Card must be renewed annually

Materials with checkout limits

- Five DVDs
- Five Digital Downloads
- 10 magazines
- Two Bluebonnet Award books
- Two Book Buddies
- Two Stories-to-Go kits
- Two Book-Gab-to-Go kits (for registered Book Clubs)

Loan periods

- Movies and high-demand materials – 10 days
- All other materials – three weeks

Returning library materials

- Return library materials on time.
- Materials may be returned to any Irving Public Library location.
- After-hours 24/7 book return windows are available at all library locations.
- Damaged materials should be returned and reported to the Checkout Desk.

Renewing library materials

- The account must not have past due materials
- Materials cannot be on hold for another customer
- One renewal for movies, Book Gab-to-Go kits, and Stories-to-Go kits
- Three renewals for all other materials
- Renew materials online with your library card and PIN at www.cityofirving.org/library or call (972) 721-2580

Hold requests

- Request materials that are already checked out or not currently available
- Pick up at any IPL location
- Notification via e-mail or phone
- Five DVD hold requests maximum
- 10 hold requests maximum
- Materials that are ready for pickup are held for eight days
- Customers with late materials or charges on their account cannot place any hold requests

Public computers

- Your library card and PIN are required
- A customer is allowed to log on twice a day
- Public computers cannot be used by customers with late materials or charges on their account

Borrowing books from other libraries (Interlibrary Loan)

- You may request a book that IPL does not own
- Books published within the last six months are not eligible
- You may submit up to 10 requests online at www.cityofirving.org/library or call the library at (972) 721-2606
- Request a TexShare card at the Checkout Desk and check out materials from other TexShare libraries on your own. Your IPL card must be in good standing for at least six months to qualify for a TexShare card

Digital Media downloads

- You can download free audiobooks and eBooks
- Five-download checkout limit
- 10-day checkout period
- For more information, including an online tutorial, visit www.cityofirving.org/library

Programs, storytimes and classes

- The library offers classes on a variety of topics and programs for all ages.
- For more information call the library or visit www.cityofirving.org/library.

Online catalog and electronic tools for research, learning, and job-hunting

- www.cityofirving.org/library

Sign up with your e-mail address to receive E-Newsletters from the library

- Next Week at the Library
- New Fiction Books

The cardholder agrees to...

- Accept responsibility for any use of the library card
- Follow all library policies and procedures in effect
- Present the library card for all account transactions
- Return all borrowed materials on time
- Pay all fees or charges on the library card
- Report a lost or stolen card
- Promptly report any change of address, phone, or e-mail

Replacement library cards

- A valid photo ID must be shown and account information verified
- There is a \$2 replacement fee

Late materials or charges

- If materials are not returned on time, the customer may not
 - Check out materials
 - Use the public computers
 - Place materials on hold
 - Renew library materials
- Once the late materials are returned or charges are resolved, privileges are restored
- The library does not charge late fees
- The library charges for lost or damaged materials; charges may include a non-refundable processing fee up to \$10
- Cardholder accounts with charges more than 75 days past due may be referred to the library's collection agency
- Accounts sent to collection are charged an \$8.95 non-refundable collection fee
- If an account has not been paid 120 days after being submitted to the library's collection agency, it will be referred to national credit reporting agencies
- Call the library at (972) 721-2440 if you have any questions about your account

Payments and payment plans

- Payments are accepted at all library locations in person or over the phone
- Payments may be made with cash, check, or credit card (Visa, MasterCard, and Discover)
- Monthly payment plans are available (ask at the Checkout Desk)
- No refunds will be issued for payments for lost materials after 60 days
- Refunds require the original payment receipt(s)
- Processing fees are non-refundable

CENTRAL LIBRARY

801 W. Irving Blvd.

Circulation (972) 721-2440

Children's Services (972) 721-2458

Reference (972) 721-2606

Monday through Thursday 10 a.m. to 9 p.m.
Friday and Saturday 10 a.m. to 6 p.m.
Sunday 1 to 5 p.m.

IRVING ARCHIVES

801 W. Irving Blvd.

(972) 721-3729

Monday through Friday 8 a.m. to 5 p.m.
Call ahead for an appointment.

BOOKMOBILE

Call (972) 721-4868 for the current schedule.

EAST BRANCH

440 S. Nursery Road, Suite 103

(972) 721-3722

Literacy Hotline (972) 721-3776

Monday and Wednesday noon to 8 p.m.
Tuesday and Thursday 10 a.m. to 6 p.m.
Friday, Saturday, and Sunday closed

VALLEY RANCH LIBRARY

401 Cimarron Trail

(972) 721-4669

Monday and Wednesday 10 a.m. to 6 p.m.
Tuesday and Thursday noon to 9 p.m.
Friday and Saturday 10 a.m. to 6 p.m.
Sunday 1 to 5 p.m.

WEST IRVING LIBRARY

(OPENING APRIL 2011)

4444 W. Rochelle Road

(972) 721-2691

Monday and Wednesday 10 a.m. to 6 p.m.
Tuesday and Thursday noon to 9 p.m.
Friday and Saturday 10 a.m. to 6 p.m.
Sunday 1 to 5 p.m.

