

Allan Shivers Library and Museum

302 N. Charlton St. Woodville, Texas
Ph: 409-283-3709 ashivers.library@yahoo.com
Director Rosemary Bunch

Hours of Operation

Monday – Friday, 9am to 5pm; Saturday, 10am to 2pm; Sunday, closed.
Please note that all computer and Fax usage is suspended 15 minutes prior to closing.

Before Checking Out

Please look over your selection of books, audio, videos and any other material that may be checked out, for damages. You may be held responsible when returned if it has damages not brought to the attention of the Library Assistant prior to check out.

Check-out Policies

We regret the need to restrict the number of materials checked out to:

- 6 Hardbacks
- 10 Paperbacks
- 2 Audios
- 2 Videos or DVDs (per household)
- 2 Music CDs/Cassettes
- 2 Computer Discs
- 3 CD-ROMS
- 10 eBooks

Special items we loan out with deposit
(Some may require Directors consent)

- Laptop
- DVD portable player
- Slide projector
- Overhead projector
- Multimedia projector
- Certain Reference Material (GED, SAT, etc.)

Non-fiction is limited to two per subject (as supply permits)

Fiction is limited to two per author

Best sellers limited to two per person (on bestseller rack)

E-Books-limit 10 books for 2 weeks. No overdue charges due to digital programming format. Parents are responsible for monitoring child's selections.

YOU ARE RESPONSIBLE FOR YOUR LIBRARY CARD. DO NOT LET ANYONE ELSE, INCLUDING FAMILY, USE YOUR CARD. THIS WILL CAUSE YOUR LIBRARY PRIVILEGES TO BE REVOKED AS WELL AS THIERS.

Loan Period

Books, audios, CDs, CD-ROMs – 2 weeks

*Please note: you can recheck your books in person or over the phone for a 2-week extension.
(Once only)

Videos / DVDs – 1 week (no rechecks for these items)

Special items must be director approved and loan period set at approval.

Late Fees

Books — .10 cents per day

Audios — .25 cents per day

CDs and Cassettes — .25 cents per day

Videos / DVDs — \$1.00 per day

Laptop \$10 per day

DVD portable player \$10 per day

Slide projector \$10 per day

Overhead projector \$10 per day

Multimedia projector \$10 per day

Other Fees

Audio, Video, DVD or CDs, CD-ROMs dropped in book drop — \$1.00

Audio, Video, or Cassettes not rewind — \$1.00

Replacement of lost card — 50 cents for children's, \$1.00 for plastic card

Annual fee of \$25.00 for Out-of-County residency due by January 31st annually.

Items placed in book drop after hours will not be checked in until the next business day.

If you owe a fine of more than \$5.00 the library accounts will be disabled until paid.

Allan Shivers Library - Videocassette & DVD Policies and Procedures

The Allan Shivers Library makes videocassettes available. The videocassettes/DVDs may be borrowed free of charge by all Tyler County residents 18 years of age or older who hold a valid Allan Shivers Library Card.

Videocassettes/DVDs are checked out on a 1 week basis, they cannot be renewed. The fine for overdue videocassettes / DVDs are \$1.00 per day per videocassette/DVD. There is also a \$1 fee for videos that are not rewind.

Rules for Videocassette & DVD Use:

1. Videos may not be duplicated or broadcast in whole or in part.
2. Feature films on videocassette/DVD are intended for private HOME USE ONLY. They are not for public exhibition or showing to groups of any kind.
3. Videocassettes/DVDs may not be shown where admission is charged or for fundraising or commercial purposes.
4. The borrower is responsible for all losses or damages during the time the videocassette/DVD is loaned on his/her library card.
5. The library is not responsible for the condition of the videocassette/DVD and will not be responsible for damages to your machine.
6. Return the videos/DVD to the library front desk. **DO NOT PLACE IN BOOK DROP.** You will be charged \$1 per video/DVD dropped in the book drop. Return the videos/DVDs during normal business hours.