

# L.E. Smoot Memorial Library

8562 Dahlgren Road  
King George, VA 22485  
540-775-7951  
540-775-5292 (fax)  
smoot.org

## Welcome Guide

### Library Basics

- A library card is required to borrow materials.
- A patron is responsible for all items checked out on his card. We recommend not lending your card or materials to another patron, as you will be responsible for those items as well.
- Books and audio books may be checked out for a 3 week period. Items may be renewed one time for another 3 weeks.
- Videos, DVD's, and magazines may be checked out for a 7-day period.
- High demand items with holds on them may not be renewed.
- An outside drop box is available at the front of the library for after-hours returns. Some materials may not be returned using the outside drop box. Please do not place overdue items in the drop box if you plan to enter the library, as we may not be able to retrieve your items immediately.
- A receipt with the due date of item is given to the patron at the time of checkout.
- The fee for overdue materials is 10 cents per item per day. Patrons will be given a 3-day grace period to return items after their due date. Should the items not be returned within the grace period, the fine will be calculated using the original due date. The maximum fine is \$10.00.
- Borrowing privileges are suspended until all overdue materials and all fees are paid.
- The Library Policy is available for viewing at the Circulation Desk and on the library's website.

### Services

- A copy machine is available for use at 10 cents per copy for black and white, and 50 cents per copy for color.
- A fax machine is available for patron use. There is a \$2 charge for the first page sent and \$1 for each additional page. Faxes sent to a local number or toll free number are 50 cents per page. Incoming faxes are \$1 per document.
- Computers with Internet connections and a printer are also available for patron use. Printer charges are 10 cents per page for black and white and 50 cents per page for color.
- Interlibrary Loan services are available for \$3 per item. Magazine articles are \$1. There is a \$1 per day late fee. Patrons may be responsible for additional fees charged by the lending library.
- Meeting Rooms are available for use by non-profit organizations. Facility Use Request Forms are available at the Circulation Desk and online.

### Programs

- Toddler Storytimes
- Preschool Storytimes
- Drop-in Crafts
- Summer Reading Programs
- Teen Advisory Board
- Manga Club
- Family Movie Nights
- Annual Holiday Program
- Special Programming Events
- Winter Reading Program

More information on programs and events is available in the Library and online at <http://www.smoot.org/Events.htm>

## Stay Connected

**Robin M. Tenney—Library Director**

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**Katie Pikula—Youth Services Director**

YSL1@smoot.org

**Volunteer Coordinator**

frontdesk@smoot.org

**Circulation and Reference Department**

frontdesk@smoot.org

**Look for us on Facebook  
and Twitter!**