



SMITHFIELD PUBLIC LIBRARY

25 North Main
Smithfield, Utah 84335

(435) 563-3555
library@smithfieldcity.org

Library Card Application

To Apply: Complete the application below.

Present your photo ID & proof of residency (bill, lease, bank statement...).

- Adult Minor Non-Resident (family) Non-Resident (single)
(10-17) \$50/yr 30 items \$25/yr 10 items

PLEASE PRINT

Full Name _____
(Last) (First) (Middle)

Address _____
(Street) (City) (Zip)

The library sends emails with due date & overdue reminders. We also contact patrons via text about available holds and other personal communications from the library. If you would like to **opt out** of receiving text messages, please check the box. (no texts)

Phone # _____ Cell _____

Email Address _____

By signing below, I agree to comply with all policies of the Smithfield Public Library. I accept responsibility for the use of this card & for payment of fines/fees charged to it by myself and/or other users included on this account.

Signature _____ Date _____

Co-Signature _____ Date _____
(If under 18)

*Please report any address/contact info change or lost/stolen card immediately.

Additional Users (list individuals who may use your account) Name & Birth Year (if minor) _____ _____ _____ _____	Staff Use Only <input type="checkbox"/> ID & Proof of Address <input type="checkbox"/> Fee Paid <input type="checkbox"/> Text <input type="checkbox"/> Libby Patron # _____ Entry Date _____ Initials _____
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Smithfield Public Library New Patron Information

HOURS

Monday-Thursday 11:00 am – 7:00 pm, Friday 2:30 pm – 5:00 pm, Saturday 11:00 am – 3:00 pm

Website: smithfieldcity.org/library Find announcements, library programming & resource links on our website including:

- Utah's Online Library: an excellent source for credible databases & information on many topics.
- Beehive Library Consortium: the library's online resource for borrowing free ebooks, audiobooks, videos & magazines with the Libby app.
- Sign-up for the library's monthly newsletter

Create your own online library account to search our materials catalog, monitor borrowed materials and place holds.

Go to: smithfieldcity.org/library

Click: Library Catalog & Paton Login link

Select: Create account and follow directions

Logging into the Beehive Library Consortium using the Libby app.

Open: the Libby app on your device or go to beehive.overdrive.com on your computer

Select: Sign in with library card and find the Beehive Library Consortium

Find: Smithfield Public Library from the menu and enter your login information

Card Number: this is the 14 digit # on the back of your library card

PIN: Your PIN is your last name with the 1st letter capitalized (ex. Jones)

We are part of the **North Cache Library Consortium** which means you can also use your Smithfield library card at these libraries: Smithfield, Richmond, Newton & Lewiston.

Check Out Periods: Books can be borrowed for 14 business days, movies & library devices (telescope/microscope/kindles/etc.) can be borrowed for 1 week. **Please note hotspots, equipment & kits cannot be renewed.**

Fines: Overdue fines on books are \$.05 per day, per item. Movie fines are \$1.00 per day/per item. Library devices/equipment fees may differ. You will be informed of these fees prior to borrowing. Patrons with overdue fees exceeding \$5.00 will not be able to borrow any items until the fee has been resolved.

Lost/Damaged items: Patrons are responsible for all lost and/or damaged items borrowed on their accounts. Patrons with lost and/or damaged fees exceeding \$5.00 will not be able to borrow any items until the fee has been resolved.

Inter-Library Loan: The library can borrow items for patrons, in good standing, which are not contained in our collection from other libraries. ILL forms are available at the circulation desk. Up to 3 requests can be submitted for a patron at one time. Please note, these items can take 1-3 weeks to arrive. ILL items can be borrowed for 2 weeks unless otherwise noted with no renewals.

Patron Computer & Wi-Fi: The library has adult and children's computers available for public usage. Children under the age of 18 need a parent/guardian to sign a release form for their children to use library computers unsupervised. The internet may not be used for gambling, pornography, or any other illegal activities. Computer usage may be monitored. A copy of our Internet & Computer Usage policy is available upon request. Children's computers have links to educational websites and restricted internet accessibility. The library also has free Wi-Fi access for patrons and hotspots available to check-out

The library has a multipurpose printer available to the public which can **print, copy & scan**. Printing/copying costs \$.10 per page in black & white and \$1.00 per page for color. Scanning to email is free of charge.

Book Drop: The library book drop is located to the left of the library entrance. Items which **cannot** be returned in the book drop include hotspots, telescope/microscope, kindles and backpack kits. Audiobook & DVD can be returned in the drop.

Library Programs: The library offers a variety of programs for all ages including storytimes, craft clubs, book clubs, teen activities and adult and family programs. To see what is happening at the library check our website: smithfieldcity.org/library/page/upcoming-library-programs

If you have any questions, please feel free to call us: 435 563-3555. Library policies available by request.

We hope you enjoy the Smithfield Public Library and take advantage of the services available to you.