

# L.E. Smoot Memorial Library

9533 Kings Highway  
King George, VA 22485  
540-775-2147  
540-775-3769 (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/her 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.
- DVDs/Blu-rays and magazines may be checked out for a 7-day period.
- 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 item(s) due date is available at the time of checkout.
- The fee for overdue materials is 15 cents per item per day. Patrons will be charged \$1 per day for overdue DVDs/Blu-rays. 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 account maximum is \$20.00, except for lost and/or damaged items.
- Borrowing privileges are suspended until all overdue materials are returned 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 and Microsoft Office are available for patron use. Printing charges are 10 cents per copy for black and white and 50 cents per copy 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. Meeting Room Applications are available at the Reference Desk and online.
- We are a Passport Acceptance Facility. Appointments can be made by calling the Reference Desk at 775-2147.
- Notary services are available by appointment to King George County residents at no charge.

### Programs

- Storytimes
  - Summer & Winter Reading Programs
  - Movie Nights
  - Craft Programs
  - Computer Classes
  - Special Programming
- Additional information on programs and events is available in the Library and online at [www.smoot.org](http://www.smoot.org)

## Stay Connected

#### Adult Services Department

AdultServices@smoot.org

#### Circulation Department

Circulation@smoot.org

#### Youth Services Department

YSL1@smoot.org

#### Reference Department

Reference@smoot.org

#### Volunteer Services Department

Volunteer@smoot.org

Look for us on Facebook  
and Twitter!