

Your library card

You may use your library card at all locations and for all services of the Nashville Public Library system. With it, you will have free access to more than a million books, audio books, music CDs, and DVDs, with new titles arriving daily. You will also have free access to the exciting online resources we offer, including on-line Ask a Librarian service and many databases and services provided for our users.

If you live in Davidson County, your library card is free

Library cards are free to all residents of Davidson County and persons living within the Goodlettsville city limits. To obtain a library card, you must present an ID with your current address. (Call 862-5792 for details.) Free cards are available to Metro employees. Cards are also available to persons living outside Davidson County for \$50 per year. In-library use of materials and online services are available at no charge, regardless of residence.

Second approved user

- Adults may wish to allow another adult to pick up holds or pay fines on their accounts. To do this, you must select this option when you register for your card, or fill out an approved user form at a later date.
- Parents and adult guarantors have access to their child's account, and may designate a second adult to share access by indicating this on their child's (up to 14 yrs.) registration form. They may also fill out an approved user form at a later date to activate this option.

Why we need your date of birth

- Please fill out the date of birth information on your library card application, and let our staff know your DOB when they request it at the service desk.
- This information helps us distinguish you from other persons with the same name. We do not use your Social Security number in your record, so your DOB information is critical to maintain the integrity of your account. This information is strictly confidential and for library use only.

Welcome to Nashville Public Library

www.library.nashville.org

Guard your card

Please treat your card with the same care you would a credit card. You are responsible for everything checked out on it. Contact the library immediately if your card is lost or stolen. Please notify us of any change in your address. For the fastest and most convenient service, bring your card with you to check out materials.

Checkout

- You may have up to 25 items (including a maximum of 10 DVDs and/or videos) of your choice checked out on your card at one time.
- Checkout period is 3 weeks for books, audio books, and CDs.
- Checkout period is 7 days for movies (videos and DVDs).
- You may return your materials to any NPL branch or book drop.
- Identification is needed to check out materials if you forget your library card.
- Lending periods may vary for special services.
- Self-service checkout stations are located at all libraries and require the use of your PIN number. You can create this number either online or at a self-service station.

Renewals

- You may renew books, audio books, and CDs 3 times, if there are no holds on them.
- You may renew movies once, if there are no holds on them.
- You may renew your materials at any library, from your computer or by telephone. All options require your library card number.
- Items cannot be renewed when your card is not active, when there is a hold on the item, or when the computer system is down.

Picking up holds

- Items on hold must be checked out on the library card of the patron for whom the hold was placed.
- For the fastest and most convenient service, when picking up an item held in another person's name, present that person's library card OR the pick-up notice for the hold.
- Approved users may pick up holds for primary cardholder after presenting a picture ID.

Overdues

- Cataloged adult books: 10¢ per item, per day. \$5 maximum per item.
- Cataloged children's books: 10¢ per item, per day. \$2 maximum per item.
- Playaways: 10¢ per day, per item. \$5 maximum per item.
- Audiobooks on tape/CD: 10¢ per item, per day. \$10 maximum per item.
- Music CDs: 10¢ per day, per item. \$5 maximum per item.
- Videos/DVDs: \$1 per item, per day. \$10 maximum per item.
- Uncataloged books (ie. paperbacks), board books, and Adult New Readers: 10¢ per item, per day. \$1 maximum per item.
- Damaged or lost items are billed at full price plus a processing fee. Replacements are accepted only if they are identical to the material lost or damaged.
- Delinquent materials and fines are automatically routed to an outside collection agency after 45 days.
- For account questions, call 862-5789.

Online services

You can access the library's entire collection from any Nashville Public Library location, or from any computer with web access, anywhere in the world. For further information, please ask a staff member for a copy of our Internet Safety Policy. In addition to the above, with an active library card, you may:

- Reserve materials and have them sent to the library nearest you
- View your library record and renew your items
- Access amazing databases, including full-text magazine articles
- Access the full resources of the Tennessee Electronic Library
- Make use of our Ask a Librarian chat and e-mail service
- These services are available 24/7.

How to access your account online:

- Go to the library's web site at <http://www.library.nashville.org>
- Click on My Account.
- Login with your barcode number and PIN. If you don't have a PIN number, you can create one here. Just follow the online instructions.
- You may now review your items checked out or on hold, renew your materials, or browse the catalog from within your account to build your shopping cart.
- This service is available 24/7.

How to access your account by phone:

- Call (615) 862-5890 from any touch-tone or cell phone.
- You will need to have your library barcode number to access your account.
- Choose from menu options to renew materials, listen to a list of what you have checked out and the due dates, or hear any outstanding charges.
- If you plan to renew materials, please have the materials at hand. You'll be prompted to key in their barcode numbers.
- This service is available 24/7.

Use of your card signifies that you have read and agreed to the library's current rules for checkout.

Nashville Public Library Schedule of Hours

	MO	TU	WE	TH	FR	SA	SU		
Main Library	-	9-6	9-6	9-6	9-6	9-5	2-5	862-5800	615 Church Street 37219
Area Libraries									
Bordeaux	10-8	10-8	10-8	10-8	-	10-5	2-5	862-5856	4000 Clarksville Pike 37218
Edmondson Pike	10-8	10-8	10-8	10-8	-	10-5	2-5	880-3957	5501 Edmondson Pike 37211
Green Hills	10-8	10-8	10-8	10-8	-	10-5	2-5	862-5863	3701 Benham Avenue 37215
Hermitage	10-8	10-8	10-8	10-8	-	10-5	2-5	880-3951	3700 James Kay Lane (Hermitage) 37076
Madison	10-8	10-8	10-8	10-8	-	10-5	2-5	862-5868	610 Gallatin Pike S (Madison) 37115
Community Libraries									
Bellevue	9:30-5:30	12-8	9:30-5:30	12-8	-	9-5	-	862-5854	650 Colice Jeanne Road 37221
Donelson	9:30-5:30	12-8	9:30-5:30	12-8	-	9-5	-	862-5859	2315 Lebanon Road 37214
East	9:30-5:30	12-8	9:30-5:30	12-8	-	9-5	-	862-5860	206 Gallatin Road 37206
Edgehill	9:30-5:30	9:30-5:30	9:30-5:30	11-7	-	9-5	-	862-5861	1409 12th Avenue S 37203
Goodlettsville	9:30-5:30	12-8	9:30-5:30	12-8	-	9-5	-	862-5862	106 Old Brick Church Pk (Goodlettsville) 37072
Hadley Park	9:30-5:30	9:30-5:30	9:30-5:30	11-7	-	9-5	-	862-5865	1039 28th Avenue N 37208
Inglewood	9:30-5:30	12-8	9:30-5:30	12-8	-	9-5	-	862-5866	4312 Gallatin Road 37216
Looby	9:30-5:30	12-8	9:30-5:30	12-8	-	9-5	-	862-5867	2301 Rosa Parks Blvd 37228
North	9:30-5:30	11-7	9:30-5:30	9:30-5:30	-	9-5	-	862-5858	1001 Monroe Street 37208
Old Hickory	9:30-5:30	12-8	9:30-5:30	12-8	-	9-5	-	862-5869	1010 Jones Street (Old Hickory) 37138
Pruitt	11-7	11-7	9:30-5:30	9:30-5:30	-	9-5	-	862-5985	117 Charles E. Davis Blvd 37210
Richland Park	9:30-5:30	12-8	9:30-5:30	12-8	-	9-5	-	862-5870	4711 Charlotte Ave 37209
Southeast	10-8	10-8	10-8	10-8	-	10-5	2-5	862-5871	2325 Hickory Highlands Dr (Antioch) 37013
Thompson Lane	9:30-5:30	12-8	9:30-5:30	12-8	-	9-5	-	862-5873	380 Thompson Lane 37211
Watkins Park	10-6	10-6	10-6	10-6	-	-	-	862-5872	612 17th Avenue N 37203
Special Services									
Deaf & Hard of Hearing	-	9-2*	9-2*	9-2*	9-2*	-	-	862-5750 (V/TTY)	615 Church St. 37219 (*or by appointment)
Metro Archives	9:30-5:30	9:30-5:30	9:30-5:30	9:30-5:30	9:30-5:30	-	-	862-5880	3801 Green Hills Village Dr. 37215
Talking Library Reading Svc	9-5	9-5	9-5	9-5	9-5	-	-	862-5874	505 Heritage Dr. (Madison) 37115

Main Library Numbers

All Divisions	
862-5800	
Account Services	862-5789
Children's Department	862-5785
Computer Classes	862-5787
Conference Center	862-5727
Deaf & Hard of Hearing	862-5750
Government Documents	862-5795
Interlibrary Loan	862-5780
New Books, Fiction & A/V	862-5852
Newspapers & Magazines	862-5795
Nonfiction	862-5793
Reference Service	862-5837
Special Collections	862-5782
Teens	862-5774

Anytime (24/7) Services

Renewal Line	862-5890
Ask a Librarian (general reference): www.library.nashville.org/ask/ask_chat.asp	
Databases & full-text articles: www.library.nashville.org/research/res_databases.asp	
Downloadable audio & e-books: www.library.nashville.org/bmm/bmm_home.asp	
Catalog & book reservations: waldo.library.nashville.org/	
Personal account: waldo.library.nashville.org/patroninfo	

July 1, 2009