

**Oxford Public Library  
110 East 6<sup>th</sup> Street  
Oxford, AL 36203**



**Library hours:**

**Monday: 9:00-5:30**

**Tuesday: 10:30-7:00**

**Wed & Thurs: 9:00-5:30**

**Friday: 8:00-4:30**

**Closed Saturday & Sunday**

**Phone:**

**Main Number: 256-831-1750**

**Children's Dept: 256-835-6139**

**Fax number: 256-835-6798**

**e-mail: [oxfordlibrary@cableone.net](mailto:oxfordlibrary@cableone.net)**

**Library website: [www.oxfordalabama.org](http://www.oxfordalabama.org)**



**Children's Department**

Books are classified in three sections: Easy (for Preschool – grade 3), Juvenile (for grades 4-6), and Youth (for grades 7-12).

**Story Hour is every Friday at 10:30**

**Kid Time is every other Thursday at 4:00**

(Except during Summer Reading Program)



*The Oxford Public Library hosts the Summer Reading Program every year, so get ready to read! (Look for the dates to begin shortly after school lets out for the summer.)*

**Inter-library Loan (ILL)**

If the library does not have a particular book on the shelves, it can be ordered via Interlibrary loan (ILL). Most books can be found in another library in our network, and the books will check out to the patron from Oxford Public Library, who has the books checked out from said other library. Neither children's books nor new books can be ordered through ILL.

**Reference**

The reference department is full of useful materials dealing with a wide variety of subjects. These books may not be checked out, but copies may be made for \$.15 a page.

**Other Services**

Computer Lab

Copy Machine (\$.15/page)

Color Copies (\$.50/page)

Larger size paper – see Librarian

Fax Machine (\$1.00/send, \$.25/receive)

Study Room – ask Librarian about rules.

**Library Employees:**

**Amy E. Henderson, Director**

**Linda Barker, Assistant Librarian**

**Amber Sprayberry, Children's Librarian**

**Ann Coody, Library Assistant**

**Darlene Horton, Library Assistant**

**Tina Adams, Library Assistant**

**Marie Dempsey, Library Assistant**

**Kelley Sprayberry, Library Assistant**



## **Circulation**

### **How do I get a library card?**

No new cards issued 15 minutes prior to closing. There is no age requirement to get a card. You will need:

1. A valid Driver's License or up-to-date picture ID.
2. A local phone number.
3. Proof of residence (a current utility bill or recent postmarked mail).
4. Name and local phone number of a reference (someone to leave a message with). This is optional.
5. Until age 16, a parent must accompany and sign for the child.



**Each patron must be present with card to use his or her card**



**If the card is lost, there is a \$1.00 replacement fee**



**PLEASE DO NOT LEAVE CHILDREN UNATTENDED IN THE LIBRARY.**

**All items are checked out for two weeks.**

### **How many items may I check out?**

The first time you check out you may take two (2) items. Subsequent check outs have the following limits:

2 DVDs  
 5 Audio Books  
 5 Magazines  
 Paperbacks, no limit  
 5 Music CDs  
 20 Books

The library recommends a checkout of five fiction and five nonfiction books; you may check out as many as twenty if needed.



**If necessary, items may be renewed twice by phone or in person if the items are not on reserve.**



**A community room is available for rental. Please call the Library Director for more information.**

### **May I reserve books?**

Yes! The patron will be notified by phone, text, or email when the book is ready. A book will be held on reserve for only 24 hours; it will be shelved after this time period.

### **What are the fines for late items?**

Books, Magazines - \$.10 per day  
 Audio Books/CD's - \$.50 per day  
 DVDs -- \$.50 per day

Book Cards -- \$.50 replacement charge  
 Plastic Library Bag - \$1.00 replacement charge  
 Each item has a fine cap of \$5.00

**NOTE: A patron's card will be revoked after keeping any item(s) for two months more than once.**



**If you lose or damage an item, it must be paid for in full (fine also) before you check out anything else. If the item is returned within 90 days, the cost of the item (not the fine) will be refunded.**

### **Where may I return books when the library is closed?**

A drive thru book drop is located on the side of the building, one for audio/DVD and one for books. There are also two book drops for return on the inside of the building.

### **How do I access our Online Catalog?**

Go to [www.oxfordalabama.org](http://www.oxfordalabama.org), click on City Departments, then choose "Public Library." Under the listing of Library, choose "Online Public Catalog," and click on "check our Catalog." You may reserve or renew items, make book lists, or simply check to see if the library owns a particular item and if it's checked out.