

# 2017

## GUIDE FOR NEW MEMBERS

*The Library's Guidelines For Use are posted in each building. These are the rules which make it possible for us all to enjoy the Library. Questions? Please feel free to ask.*

### **Your Library Card is the Key!**

Please remember to bring your Library card every time you visit the Library. Your card may be used at all branches. Your card must be presented each time you borrow materials. Misplaced and damaged cards can be replaced for \$2.00. Identification is required whenever a Library card is issued.

### **Responsibility**

Applicants accept responsibility for their use of the Library, including the replacement cost of lost and damaged materials. Parents/Guardians are responsible for their children's use of the Library. Members must report lost or stolen Library cards, and remain responsible for all transactions made with their cards until we are notified. Materials checked out on your card remain your responsibility (or the parents/guardians, in the case of a child's card) until they are checked back in through our automated circulation system. Your Library card will never expire as long as you continue to use it. Please notify staff of changes to your name, address, and phone number to ensure your account is up-to-date.

### **Renewals**

Print and audio items, non-fiction DVDs, and music items may be renewed 3 times unless requested by another customer. Kobo Arcs, eBooks, feature film DVDs, and video games may be renewed once unless requested by another customer. You may renew in person at any branch, by telephone, or by visiting our website. Overdue items can only be renewed in person or by calling any branch. Fast Reads, Blu-rays, and Apple iPads are not renewable.

### **Holds**

You may reserve an item in our collection by placing a hold on it. Use your personal password

and Library card number to do this online or at any Public Access Catalogue workstation if the item is not on the shelf. Holds can also be placed at any service desk or by calling any branch.

### **Overdue Materials**

As a courtesy we try to contact our customers about overdue items using email and/or an automated voice-messaging service. However, ensuring that materials are returned on time is your responsibility (or the parent's/guardian's responsibility in the case of a child's card). In fairness to all who share the Library's materials, long overdue accounts may be forwarded to a collection agency.

### **Library Service to Fit Your Schedule**

The Library website provides our members with the online ability to renew most checked out items up to three times; check their records for overdue items and filled item requests; place or cancel requests and search our extensive collection of online databases. To use this service you will need a password and a valid Library card.

### **Returning Books When We're Closed**

There are drop boxes near the front door at every branch. These book drops are open 24 hours a day. Overdue materials may be dropped off; any fines owing will be charged automatically to your record and can be paid the next time you are in.

### **Visiting Library Service**

Our Visiting Library Service delivers materials to customers who have no other access to the Library. Tell us what you like to read or listen to and we'll put together a different selection each month. We will deliver it to you. Alternatively, a family member or friend designated by you can pick up and return your items. For more information please call us at 905-579-6111 ext. 5242.

## Interlibrary Loans

If we do not own the item you're looking for, we can request it from another library. You may request books (not current-year titles), photocopies of articles, DVDs, or microforms. Call 905-579-6111 ext. 5265 and leave your request along with your Library card number or use our new INFO Ontario self serve Interlibrary Loan online service.

Using INFO Ontario self-serve Interlibrary Loan, you can place your request from anywhere, anytime at your convenience. To get started, click Library Services on our website, then click Interlibrary Loans and follow the link to register.

## Programs

Whatever your interest or age, we have a program for you. The Oshawa Public Libraries offers a wide variety of children's, teen, and adult programming each month. Find details in our newsletter and on our Online Program Registration Database at: [events.oshawalibrary.on.ca](http://events.oshawalibrary.on.ca).

## Internet and Word Processing Access

Internet access and various Microsoft products such as Microsoft Word are available at all branches of the Oshawa Public Libraries. You will need a valid Library card in order to use the computer workstations. For more information please call us at 905-579-6111 ext. 5200.

## Online Databases

We are proud to offer our customers access to a wealth of information available online from home, school, work, or any branch of the Library. All you need is your Library card number. Internet tutorials are also available. Please call us at 905-579-6111 ext. 5200.

LOAN PERIODS	
Print and audio items, and non-fiction DVDs (up to 3 renewals)	Up to 3 weeks
Kobo Arc 7 HD (1 renewal)	
eBooks (1 renewal)	
Magazines (up to 3 renewals)	7 days
Feature film DVDs, and video games (1 renewal)	
Blu-rays and Fast Reads (no renewals)	
Apple iPad (no renewals)	1 hour (in library)
FINES FOR OVERDUE MATERIALS	
Adult Collection:	Per day
Print & audio items, non-fiction DVDs	25¢
Fast Reads, feature film DVDs, video games, and all Blu-rays	\$1.00
Apple iPad	\$1.00/hour
Kobo Arc 7 HD	\$1.00
Children's Collection:	Per day
Print and audio items, and non-fiction DVDs	10¢
Feature film DVDs, video games, and all Blu-rays	50¢

Jess Hann	199 Wentworth St. W.	Sun CLOSED, Mon 9-5, Tue-Wed 9-8, Thu-Sat 9-5	DRT # 401
Legends	1661 Harmony Rd. N.	Mon-Fri 9-9, Sat-Sun 10-6	DRT # 405
McLaughlin	65 Bagot St.	Mon-Thu 9-8, Fri-Sun 9-5	DRT # 407, 401, 411
Northview	250 Beatrice St. E.	Sun CLOSED, Mon 1-9, Tue-Thu 9-9, Wed, Fri-Sat 9-5	DRT # 414, 407

DRT = Durham Region Transit. DRT Routes may change. Contact 1-866-247-0055 for up-to-date route information. [www.durhamregiontransit.com](http://www.durhamregiontransit.com)