

## **WELCOME TO THE MANCHESTER PUBLIC LIBRARY**

Manchester has two library buildings. The main library is the Mary Cheney building, located downtown at 586 Main Street. The Whiton Branch building is located in the northern end of town at 100 North Main Street. They are both part of the Manchester Public Library. Items that you borrow from one building can be returned to the other. Your Library Card can be used to borrow **ebooks** and downloadable audios/magazines from the library's catalog.

## **LIBRARY CARDS**

Manchester residents may obtain free library cards. To get your card, you will need to show proof of Manchester residence and a photo I.D. Children in Grade 8 (or younger than age 14) need to have a parent's signature on their application form. Any card, whether a child's or an adult's, can be used to borrow any material. **Bring your card with you every time you want to borrow library materials.** Do not loan your card to others – you are responsible for all items borrowed on your card. If your card is lost or stolen, call the library immediately. There is a \$1.00 fee to replace a lost card. Also, please notify the library if you change your address or email.

## **HOMEBOUND**

If you are homebound in Manchester, or if you know of someone who is, please note that the library has a 'Bookmobile' Service, which can deliver library materials to people at home. Ask for details.

## **LOAN PERIODS**

You may borrow most library materials for three weeks. The library reserves the right to limit the number of non-fiction titles that you can borrow on any one subject at one time. Feature film DVDs go out for 1 week. Items are due back before the library closes for the day. You can have up to 25 DVDs/Blu Rays borrowed at a time. The limit on music CDs is also 25. Downloaded ebooks, music, etc never become 'overdue.'

## **RENEWALS**

The library does not allow renewals of feature film DVDs or museum passes. You may renew other library materials twice for an additional three weeks, as long as no one else has placed a reserve on them. To renew the materials on your card, you can either take them to the check-out desk or renew them yourself by using the computerized catalog. Access to the computerized catalog is available in the library, or you can access your account from home by going to <http://library.townofmanchester.org> You can also try calling either building and if time permits, staff will work with you to renew items by telephone.

## **RETURNS / OVERDUES / DAMAGES**

When the library is closed, most items, except museum passes, board games and tote-bags, can be returned in the book return boxes located outside of both library buildings. You are responsible for the condition of the items until they are signed-in by the library during the next business day. Do not leave items on top of or beside the book drops. Overdue charges will be assessed if items are kept beyond their due date. You will be charged 15 cents per item per day for all books, magazines, and media items that are not returned on time. Overdue fine for children's books and magazines: 1 cent per day per item; Museum Passes are \$1 per day. Please let us know if you would like to receive notification via email of materials 'on hold' or regarding overdue items. For each lost or damaged item, you will be charged a current market replacement price plus a non-refundable processing fee of up to \$5.00.

## **RESERVES**

If a book that you want is checked out, you may ask someone at the Reference Desk to place a reserve on the item. The library will notify you by mail or email when the book is available and it will be held for 7 days. You can also reserve most materials yourself (including ebook bestsellers) by using the computerized catalog at the library or at home. Please let us know if you would like to receive notification of your available reserves via email.

## **INTERLIBRARY LOAN**

If an item that you want is not owned by the Manchester Public Library, the library staff can try to borrow it for you from another library on Interlibrary Loan. At the Mary Cheney Building, Manchester residents may ask for this service at the reference or children's desk. At the Whiton Branch, Manchester residents may request an Interlibrary Loan at the check-out desk. Interlibrary loans are usually not renewable.

## **“borrowIT CT” (formerly called 'Connecticard')**

For the time being (depending upon State budget cuts) your valid hometown library card can be used in all public libraries in Connecticut. Items that you borrow from other public libraries in the state may be returned in Manchester although it's best to return them yourself to the original library from which you borrowed them. We will try to send returned items to the owning library through the Connecticut State Library's statewide “deliverIT CT” system but items are not removed from your borrowing record until received by that library and you remain responsible for all items until they arrive at their final destination. Most public libraries in Greater Hartford share one computer system -- you may return items from those libraries and we will check the items in on that day using our shared computer system.

## INTERNET

You may sign up to use the library's public internet computers by showing a valid library card. Periodically, the library offers Internet and online library catalog instruction classes—ask for details.

Note that parents are responsible for all computer use by their children in the library. Any child in Grade 8 or lower (or younger than age 14) must prove parental consent to access the internet at the library. The sole accepted way for these minors to prove such consent is by presenting a valid green-striped “non-internet-restricted” library card when signing up for internet use. All patrons age 14 or older, including those renewing previously “internet-restricted” red-striped cards, may obtain unrestricted access to the internet at the library by presenting a valid library card. The library is not responsible for monitoring computer use by minors.

## OTHER SERVICES

The Manchester Public Library offers:

- \* Reference services, including assistance in retrieving information about health, personal finance, and small business needs;
- \* An active Children's Services program, which includes preschool story hours, summer reading programs, after-school crafts, and family programming;
- \* A Teen collection and a full-time Teen Services Librarian who conducts programs for ages 12 – 16;

\* There is a circulating Spanish Language Collection, which is located in the Reference room at the Mary Cheney Library building.

Download eBooks and audiobooks, visit our website, check the status of your card, renew and reserve items, learn about programs, and search our online catalog and databases at <http://library.townofmanchester.org>

## HOURS AND LOCATIONS

### Mary Cheney Library building

586 Main Street

Circulation Desk 860-643-2471

Reference Room 860-645-0821

Children's Room 860-645-0577

Monday-Thursday 9:00 am-9:00 pm

Friday-Saturday 9:00 am-5:00 pm

Sunday (Winter) 1:00 pm-5:00 pm

### Whiton Branch Library building

100 North Main Street

860-643-6892

Monday-Thursday 10:00 am-8:30 pm

Friday 9:00 am-5:00 pm

Saturday (Winter) 9:00 am-5:00 pm

Summer, Sunday, and Whiton schedules may vary.

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