

## GETTING A LIBRARY CARD

For adults and young adults (14 and older):

Present a valid picture I.D. and proof of Texas residency (with correct address).

Fill out the application form.

Sign the card and accept responsibility for all items checked out.

For children under 14:

A parent or legal guardian presents a valid picture I.D. and proof of Texas residency (with correct address).

The adult fills out an application form and signs the child's card.

The adult is responsible for all items checked out on the child's card.

Library cards are issued for a period of three years. If your card has expired, you may renew it free of charge. If your card is lost or stolen, or if you move, you must notify the library immediately.

Be sure to ask for your PIN!

## CHECKING OUT LIBRARY MATERIALS

Materials may be checked out with a valid Mesquite Public Library card, if there are no overdue items and no outstanding fees or fines. The first time you use your card, you may check out two items. After the first check-out, you may borrow as many books as needed. Limitations on media items per card are as follows: audiocassettes-5; CDs-5; CD-ROMs-3; Playaways-2; DVDs-5; and videos-5. Cardholders must be 14 or older to check out CDs and CD-ROMs. In order to check out videos and DVDs, cardholders must be 18 or older.

## LOAN PERIODS/RENEWALS

Audiobooks, Books, Book kits, Music CDs, and CD-ROMS, and Playaways are checked out for a three week period.

Videos and DVDs are checked out for a one week period.

Overdrive eBooks and eAudiobooks are checked out for a two week period.

A limit of one renewal is allowed on library materials. Renewals may be made in person, by telephone, or online through the Library's Web site ([www.cityofmesquite.com/library](http://www.cityofmesquite.com/library)). Renewals may not be allowed if your item is already overdue, if you have fines, or if an item has had a hold placed on it.

## REQUESTING ITEMS

If an item you want is checked out, you may request to be placed on a waiting list (on hold). In order for you to be contacted in a timely manner when the item becomes available, be sure to give the Library a current local telephone number or e-mail address. When the item is returned, it will be held for you three days (after notification) at the Checkout Desk of the designated library facility. Please present the **library card on which the hold was placed** when you pick up your requested item. Items on which another patron has placed a hold (reserve) cannot be renewed.

For convenience, you may request materials owned by either Mesquite Public Library to be sent for pick up at the other facility. Please allow three days for delivery between buildings. Notification will be made once the material has arrived at the designated facility and you will be given three days to pick up the material.

## BASIC CHARGES AND FEES

<i>Item</i>	<i>Overdue fee per day</i>
Books	\$0.20
Book kits	\$0.20
Audiobooks	\$0.20
CDs	\$0.20
CD-ROMs	\$0.20
Playaways	\$0.20
DVDs	\$1.00
Videos	\$1.00

**It is the responsibility of the patron to verify the due date at the time material is checked out.**

24-hour book drops are available at both library locations. Materials not returned by the time the Library opens the day following the stated due date will be considered late (overdue). Materials should never be placed into a book drop that is overflowing.

Late charges accrue daily, including days the Library is closed, until the price of the item is reached.

Library Card Replacement—\$1.00

Lost Item—Cost of item plus \$5.00 processing fee

Interlibrary Loan—Cost of postage to return item to lending institution

Damaged items—cost of repair or replacement cost plus processing fee

Computer printing—\$0.10 per page

Photocopier—\$0.15 per page

Microfilm printing—\$0.25 per page

## LIBRARY USE GUIDELINES

**No food, drink or tobacco is allowed in the libraries. Please turn cell phones off while in the library.**

Parents should not leave children under the age of 12 unattended in the library. Children under the age of six should be under direct supervision of a parent (or designated adult) at all times while in any area of the library.

## PUBLIC ACCESS WORKSTATIONS

Computers are available for public use at both library facilities. A current Mesquite Public Library card in good standing is required for their use. Internet access and Microsoft Office software is available on most computers. Children under 14 must be accompanied by an adult while using the Internet. In order to access computers, they will need to use the parent's library card or get a Guest Pass from the Computer Desk. Ages 14-17 need an adult signature to register. Certain limitations applying to Internet use are fully described in our Internet Access Policy.

Designated computers at both locations are available for children's games. Registration at the Children's Desk is required to use these computers.

## COLLECTION AND SERVICES

### Books, Audiobooks, Large Print Books

### Book kits, Music CDs, CD-ROMs, DVDs and Videos

**Downloadable Books** – eBooks and eAudiobooks can be downloaded to your home computer, iPhone, iPad, eReader or other devices. Downloadables can be accessed from the Library's website.

### Magazines, Newspapers, Microfilm and Microfiche

**Interlibrary Loan** – We can request items for you from other libraries. Please allow a minimum of 2-3 weeks for your request to be filled. Availability and loan periods will vary. **Return postage and/or photocopy charges for magazine articles will be assessed.**

**Genealogy Materials** – The Main Library houses an excellent collection of genealogy materials including microfilm census records for Texas and other areas of the U.S.; genealogical societies' quarterlies; family histories; etc.

**Outreach Services** – Library materials may be gathered for extended use in retirement and nursing homes, senior citizen centers and day care facilities.

**Public Programs** – Programs are scheduled throughout the year for adults and children. Preschool, toddler and lapsit storytimes are offered for children. Summer Reading Club offers exciting reading programs for preschool and school age children. Programs for young adults (ages 14-18) and computer classes for adults are held throughout the year. Check the "EVENTS" listing on the library's website for further details.

**Reference** – Each of our libraries provide reference works and assistance. The Main Library has a full-service reference collection containing standard works, Texas and U.S. codes, etc. The North Branch has a small general reference collection. Reference librarians are available to assist you in using library materials and locating sources of information.

Telephone reference is available but is limited to fact checking, word spellings and other readily located answers. During busy time periods when all librarians are assisting others, you may leave your name and telephone number so that we can call you back.

**Meeting Rooms** – Rooms are available at both facilities for nonprofit groups holding meetings of a civic, cultural or educational nature. A fee is charged for use and reservations should be made at least one week in advance. Due to heavy demand for space, library meeting rooms are not booked on a standing basis.

**Databases** – The library subscribes to several databases that are made available to the public from the Online Public Access Computers. These subscriptions include such items as The Dallas Morning News, Texshare and AllData Automotive. Databases available remotely via our library website are Texshare, The Dallas Morning News, LearningExpress Library (practice tests), Gale Legal Forms and Powerspeak Languages.

**Copy Machines** – Coin-operated copy machines are available at both facilities.

**Voter Registration** – Applications are available at both libraries.

**Tax Forms** – Federal tax forms for individuals and small businesses are available at both libraries. From January through April, commonly requested forms are available for distribution. Forms may also be photocopied from a master book or printed from [www.irs.gov](http://www.irs.gov) for your usage. During tax season, volunteers from AARP are usually available to assist taxpayers with their returns. Check with the library for specific days and times.



**Access Your Library Account –**

On the Internet, go to the Mesquite Public Library Web site:  
[www.cityofmesquite.com/library](http://www.cityofmesquite.com/library)

- Select **Library Catalog** from the Library's homepage.
- Select **My Account**  
Choose one of the following options:
  - **Review My Account** (informs you of checkouts, fines, bills, holds and messages).
  - **User PIN Change** (allows you to change your PIN).
  - **Renew My Materials** (will list items checked out and allow you to choose items to renew selected items or renew all). Remember, you can only renew items once, and cannot renew overdue items or items that have a hold placed on them. Card status must also be in good standing in order to renew.

After choosing one of the User Services, you will be asked for:

- ✓ **ID** –enter your library card number
- ✓ **PIN** –enter the code given to you by Checkout Desk staff. [Don't know your PIN? Call 972-216-6227 (Main) or 972-681-0465 (North Branch) with ID info ready.]

Click on **Display User Information** at bottom of screen.

You will now be able to view your current status, change your PIN or renew items. When you are finished, you may click twice on **Go Back** to choose another "My Account" option, **Search/Home** to return to the online catalog, or **Logout** to go back to the Library's homepage. If you have any questions or problems concerning the use of this online service, please call 972-216-6220.

**Placing Holds Online:**

- From **Library Catalog**:
- Perform search for item.
- On **Search Results** screen, click on **Details** tab next to item.
- On screen displaying **item information**, click on **Place Hold** in box to the left of item record.
- Enter **Library Card Number** (user id) and **PIN**.
- Choose "pickup" location: **Main** or **North Branch**.
- Click on **Place Hold**.

*[Remember: Your library card must be valid (not expired) and in good standing (no overdues or fines) in order to place a hold. Also, if the book's location is listed as "Standard Shelving Location", it is already available and cannot be placed on hold.]*

## LIBRARY HOURS AND LOCATIONS

### MAIN LIBRARY 300 W. Grubb Dr.

972-216-6224  
972-216-6227  
972-216-6226  
972-216-6229  
972-216-6223  
972-216-6220

Reference Service  
Circulation Desk  
Children's Department  
Genealogy Department  
Library Administration  
Other Departments

Monday	9-8
Tuesday	9-8
Wednesday	9-6
Thursday	9-8
Friday	9-6
Saturday	9-6
Sunday	Closed

### NORTH BRANCH 2600 Oates Drive

972-681-0465

Monday	10-8
Tuesday	10-6
Wednesday	10-8
Thursday	10-8
Friday	10-6
Saturday	10-6
Sunday	Closed

For more information visit our Web site at:

<http://www.cityofmesquite.com/library>

For questions or comments e-mail the library at:

[mainbr@library.mesquite.tx.us](mailto:mainbr@library.mesquite.tx.us) (Main Library)  
[northbr@library.mesquite.tx.us](mailto:northbr@library.mesquite.tx.us) (North Branch Library)

# Welcome to the...

# MESQUITE PUBLIC LIBRARY SYSTEM