

Our Location & Hours

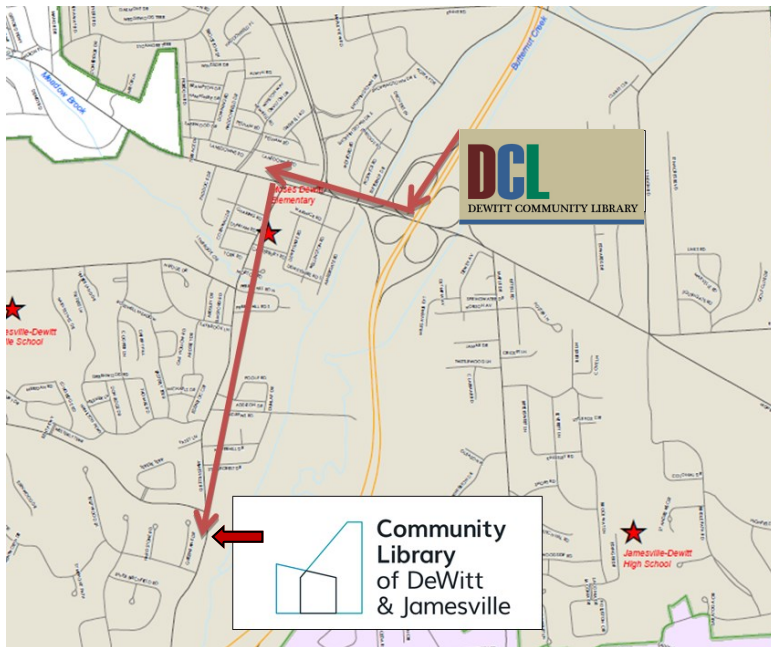
The Community Library
of DeWitt & Jamesville
5110 Jamesville Road
DeWitt, NY 13078
315-446-3578
www.CLDandJ.org

Library Hours

Monday—Thursday
10:00 am—9:00 pm

Friday—Saturday
10:00 am—5:00 pm

Sundays
1:00 pm—5:00 pm
Summer Hours May Vary.



9/17

From ShoppingTown Mall to the new library
Distance: about 1 mile
Travel time by car: 5 minutes

Welcome Guide



Community Library of DeWitt & Jamesville

Your Guide to Services and Information



Phone: 315-446-3578
Web: www.CLDandJ.org
E-mail: dereference@onlib.org



Community Library
of DeWitt & Jamesville

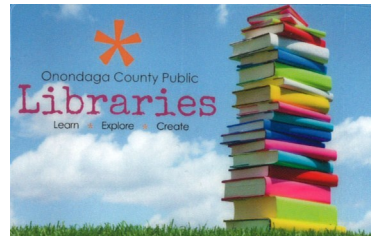
CLDandJ.org | 315 446-3578 | 5110 Jamesville Rd. DeWitt, NY 13078

WELCOME!

Welcome to the new Community Library of DeWitt & Jamesville. The CLD&J embraces the possibilities of what a modern library can be while retaining our history of friendly personal service. We hope — in partnership with area residents — this wonderful new facility will make our community a better place to live, work, play and learn.

Apply for Your Free Library Card

- Apply for a card at the Information Desk (at least 15 minutes before closing).
- Apply on our website: www.CLDandJ.org. Click on the “Account and Catalog” icon, then on My Account/My Record, to register a new card. You must stop in the library to pick up your card.
- A Driver’s License or other photo ID with proof of current address must be provided.
- A PIN number is required to access your online account and online payment options, our public computers, and some Library resources.



Where Your Library Card is Honored

- A Library Card issued by the Community Library may be used at any library in the Onondaga County Public Library system by any resident of Onondaga County.
- Some county libraries may grant access to some resources to their cardholders only.
- Libraries’ borrowing and fine policies may vary.
- Ask at the Information Desk for a complete list of libraries with contact information and library hours.

Events & Workshops

Library Event Information & Registration

- Each year, the CLD&J offers hundreds of programs and workshops for all ages. Our quarterly event guide is available at the Library and on our website: www.CLDandJ.org
- Learn more and register by calling 315-446-3578 or by clicking on the “Library Calendar” on our website: www.CLDandJ.org

Ongoing Events

Children’s Story Times*
One-on-One Tech Support*
Resume and Cover Letter Workshops*
**Look for our Event Guide for Dates & Times*

Special Activities & Learning Opportunities

“Hive” Makerspace & STEM Learning Activities for all ages
“Healthy Living” Senior Fair
Summer Reading Programs
School Break Activities
Town of DeWitt Erie Canal Day @ Ryder Park
CLD&J Book & Bake Sales

Outreach

Visits to area public and private schools and daycare centers
Visits to The Nottingham, The Oaks, The Inn & Jamesville
Young at Hearts

Collections...Did You Know?

In addition to traditional print, DVDs, Blu-rays & CDs, the Library offers:

- Discovery to Go (DTG) collection of science, technology, engineering, and math items.
- Digital collections with ebooks and comics, audiobooks, music, and streaming movies and TV.
- Playaway Views - self-playing, pre-loaded, video players with multiple children’s videos.
- Videogames.
- Recommended reads, job search help, business and health information, and more.

Meeting Rooms

Available for Non-Profit Organizations & Groups*

- The Library offers meeting rooms for non-profit/community groups
- Register by calling 315-446-3578 or “Reserve a Room” at www.CLDandJ.org

Please review our Meeting Room Policy (available in the Library and on our website) before reserving a room.

**Check with our staff for community room availability after hours.*

Computing & Technology Services

- Free computer access (must have valid, current Library Card and PIN number); online catalog workstations; 30-minute Express workstation; laptops for in-house use
- iPads with apps and programs for children
- Free WiFi access throughout the Library
- **Black & white** printing and wireless printing from your laptop and mobile devices available (**15¢ per page**). Scanning and copying available (**25¢ per page**)
- The Library offers one-on-one tech help on how to use electronic devices and the latest technology for work, school, and fun

Outreach Services & Online Collections

- Digital books, audiobooks and video collections to download and stream
- One-on-One Tech Help and Tech Support On-Demand
- On-Demand materials requests and Interlibrary Loan
- Outreach to area schools, senior residences, community organizations
- Homebound visits
- Assistance for patrons with special needs
- Family literacy program at Jamesville Correctional Facility

Ask our friendly staff for more about these services and collections.

It's Easy to Get Around

- Follow the colorful wall signs to your destination or ask at the Information Desk
- Copies of the Library's floor plan are available in the Lobby

Your Responsibilities

- You are responsible for all Library materials borrowed on your card.
- If your card has been lost or stolen, please notify the Library immediately.
- Materials borrowed on an unreported lost/stolen card are the responsibility of the cardholder.
- Replacement cards are \$1.00 each.

Confidentiality

- To preserve legally mandated confidentiality, you will be asked for a current, valid photo ID if you do not have your Library Card and wish to borrow materials or access some resources.
- Cardholders requesting information about their Library records by phone must provide their Library Card number.
- You may not use another person's Library Card without express, written permission from the card-holder.
- By NYS law, parents may not request access to their children's library records. Parents are encouraged to use their own Library Cards to borrow materials for their children to keep track of items.

Library Policies

We have implemented our policies to ensure that the Library is a pleasant and safe place for all of our visitors. Our policies, including the **Library's Patron Code of Conduct** and the **Internet Use Policy**, may be found in the Library or on our website: www.CLDandJ.org. Click on “Library Policies” under “About Us.”

Unattended Children & Vulnerable Individuals

Children under the age of eight and/or vulnerable individuals are the responsibility of their parents or caregivers and may not be left unattended in the Library or on the premises. Vulnerable individual means an individual with physical or cognitive impairment who may be unable to protect themselves from abuse or exploitation, and may not comprehend or be able to comply with library policies. They must be accompanied at all times by a parent, guardian, or caregiver at least 18 years of age.

Loan Periods

All Library materials circulate for 3 weeks, except for:

- | | |
|--------|---|
| 7 days | DVDs, Blu-rays, Quick Pick Books, Quick Pick TV Series, Playaway Views, & Magazines |
| 3 days | Quick Pick DVDs & Blu-Rays |

- Items in our digital collections may be checked out for varying loan periods that may be set in your digital account settings. Digital items are returned automatically.
- Discovery to Go (DTG) items may only be checked out by patrons at least 18 years of age and must be returned to the CLD&J Information Desk. Inquire about additional DTG policies when requesting items for checkout.
- Some electronic devices and Discovery to Go (DTG) materials may only be available for use in the library. Please inquire at the Information Desk.
- A six week vacation loan is available on some circulating items; please inquire at the Information Desk.
- A self check-out unit is located in the Lobby for your convenience.

Renewals

- If there is no request for a circulating item, you may renew it. Most items may be renewed twice.
- CLD&J Quick Pick items may not be renewed and must be returned to the CLD&J.
- Renewal policies for electronic downloads and special collections vary. Please ask at the Information Desk.
- Renew by phone: 315-446-3578
- Renew online* at: www.CLDandJ.org
Click on "Account" at the top of our site & follow directions.
*Online renewals require your Library Card number and PIN number.

Holds

- Patrons may place items on hold from any OCPL library.
- Community Library of DeWitt & Jamesville cardholders are given priority for holds on items owned by our library.
- 4 • Items are held for five days.

Overdue Notices

- The Library's automated system sends overdue notices, but not bills for fines or charges.
- Patrons may view the status of their library materials at www.CLDandJ.org, clicking on "My Account," and following directions.

Fines/Charges

Accrued fines may be paid in person or online through e-commerce by accessing your account.

Overdue fines are .25¢ per day per item

No overdue fines are levied on CLD&J children's and teen items checked out on children or teen library cards. This does not include charges for lost or damaged items.

Maximum overdue charge for hardcover books, DVDs, CDs, audios, and Playaway Views.....\$5.00

Maximum overdue fine for paperback books and magazines.....\$3.00

CLD&J materials have a 3 day Grace Period.*

*Any item returned within the first three days after the due date will be exempt from overdue fines. Beginning with the fourth day, an overdue fine will be charged from the date the item was due.

*There is no grace period for Quick Pick items.

Replacement Costs

- Borrowers will be charged the full replacement cost for any item that is damaged, lost, or stolen.
- Ask at the Information Desk about replacement costs for electronic devices, kits, DTG items and their components.
- The Library assumes no responsibility for damage caused to a borrower's A/V or computer equipment.
- Replacements Library Cards are \$1.00.