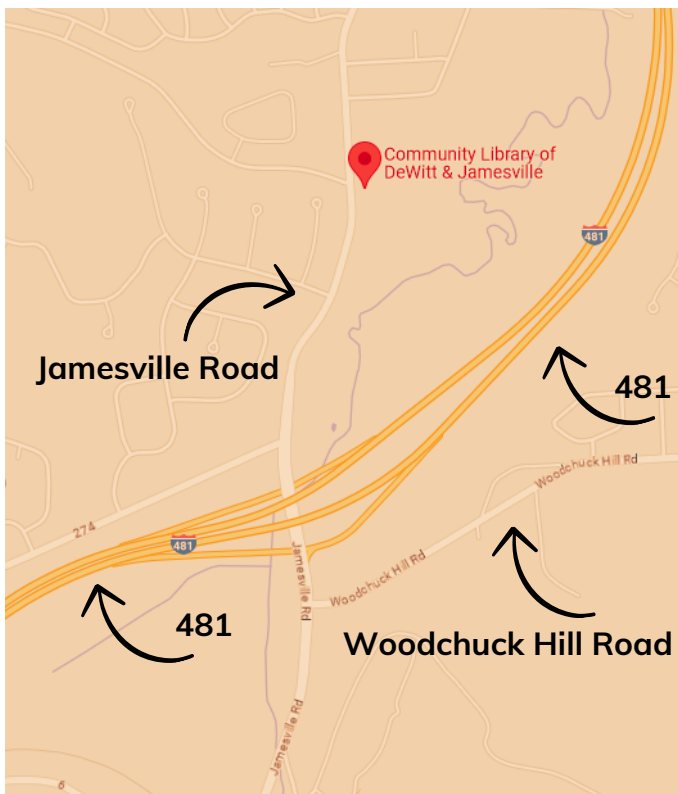


The Community Library of DeWitt & Jamesville
5510 Jamesville Road
315-446-3578
www.CLDandJ.org

Library Hours

Monday-Thursday: 9 am - 8 pm
Friday: 9 am - 5 pm
Saturday: 10 am - 5 pm
Sunday: 1 pm - 5 pm
Summer Hours May Vary



Your Guide to Services and Information

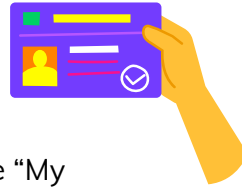


The mission of the Community Library of DeWitt & Jamesville is to provide quality library service for the residents of DeWitt, Jamesville, and surrounding areas.

Welcome!

Welcome to the Community Library of DeWitt and Jamesville (CLD&J.) The CLD&J will be an essential asset to the DeWitt and Jamesville communities and serve as a center of community life. The Library will provide and promote free access to high quality resources to meet the information, educational, and cultural needs of the community.

Apply For Your Free Library Card



- Apply for your library card at the front desk.
- Apply on our website: www.CLDandJ.org. Click on the “My Account,” then on “click here to register now,”
- A driver’s license or proof of current address must be provided.
- A pin number is required to access your online account, online payment options, our public computers, and other library resources.

Where Your Library Card Is Honored

- A library card issued by CLD&J may be used at any library in the Onondaga County Public Library System (OCPL.)
- Some county libraries may grant access to some resources to their cardholders only.
- Libraries’ borrowing and fine policies may vary.
- For more questions related to other libraries in the Onondaga County System, such as contact information and hours, please ask staff.



Events & Workshops

Library event information & registration

- Each year, CLD&J offers hundreds of programs and workshops for all ages. Our quarterly event guide is available at the library or on our website CLDandJ.org
- Learn more and register by calling 315-446-3579, or by clicking on “Events” on our website.

Collections...did you know?

In addition to traditional print materials, DVDs, Blu-Rays, and CDs, the library offers:

- Discovery to Go (DTG) Collection of science, technology, engineering, and math items.
- Digital collections, like Libby and Hoopla, with e-books and comics, audio books, music, and streaming.
- The Nest of Things Collection is CLDJ’s version of a “Library of Things.” Check out items like the streaming bundle, emergency sewing kit, the Cricut bundle, and more.
- Memory Care Collection that includes resources, activities, and entertainment for individuals with Alzheimer’s or dementia and their caregivers.
- ESL/Literacy & Language Collection for material in different language and ways to learn those languages.



Meeting Rooms

Available for Non-Profit Organizations & Groups

- The library can accommodate groups of 1- 40 people depending on the specific purpose of using a meeting room.
- Register by calling the library at 315-446-3578 or clicking “Room Booking” on our website CLDandJ.org.
- Please review our Meeting Room Policy, available on the website or in the library, before booking a meeting room.

Computing & Technology Services

- Free computer access via your library card and pin, or a guest-pass
- Online catalog stations
- Laptops for in-house use
- iPads for Hive projects and apps/programs for children
- Free WiFi access throughout the library
- Printing using library computer and through mobile devices
- One-on-one tech help on how to use electronic devices and services, and equipment in the Hive makerspace

Outreach Services

- On demand materials requests and Interlibrary Loans
- Outreach to area schools, seniors residences, and community organizations
- Home bound visits
- Assistance for patrons with special needs
- ESOL discussion group available virtually and in person
- Book-packs available to simultaneously read and listen to books

Ask our staff for more information about these services.

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.

Confidentiality

- If you do not have your library card and wish to borrow materials or access resources, and to preserve legally mandated confidentiality, you will be asked for a current, valid photo ID.
- You may not use another person’s library card account without having the library card or express, written permission from the cardholder.
- 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 items 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. Our policies, including the library’s **Patron Code of Conduct** and the **Internet Use Policy**, can be found on the library’s website under “Visit” and then “Policies.”

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

Most library materials circulate for 3 weeks, though there are exceptions. Some of those exceptions include DVDs and Blu-rays (7 days,) playaway launchpads (1 week,) and items in the Nest of Things Collection (2 weeks.) You can find out when materials are due back by checking your due date slip, logging into your library account online, or by asking staff.

- 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.
- A six week vacation loan is available on some circulating items.

Renewals

- If there is no request for a circulating item, you may renew it.
- Most 3 week loan items are automatically renewed twice before return is required.
- Quick pick items have one optional renewal, based on their original loan period.
- Renewal policies for electronic downloads and special collections may vary.
- You can renew by phone or by asking staff at any information desk.
- You can renew materials online as well through your library account, accessed via library card barcode and pin number.

Holds

- Patrons may place items on hold from any OCPL library.
- CLD&J cardholders are given priority for holds on items owned by our library.
- Items are held for one week.

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 through their library account.

Fines & Charges

The Community Library of DeWitt & Jamesville does not charge late fees on library materials, except for special collection items. Fines for special collection items are accrued at a rate of \$2.00 per day for a maximum of \$20.00. Fees for damaged or lost items will still apply.

Accrued fines can be paid in person or online through e-commerce by accessing your account. To pay online, you must have a minimum charge of \$3. To pay with a credit/debit card at the library, there also must be a minimum charge of \$3.

If a library account has accrued more than \$50 in fines, or is responsible for three lost items, the patron attached to that library account will not be able to check out items at CLD&J, until the fines are resolved or the books are found.

Replacement Costs

- Borrowers will be charged the full replacement cost for any item that is damaged, lost, or stolen. Ask staff about replacements costs for electronic devices, kits, DTG items and their components.
- Patrons may either pay the replacement cost for lost books, or purchase a book with the same ISBN number, to give to the library.
- The library assumes no responsibility for damage caused to a borrower's AV or computer equipment.