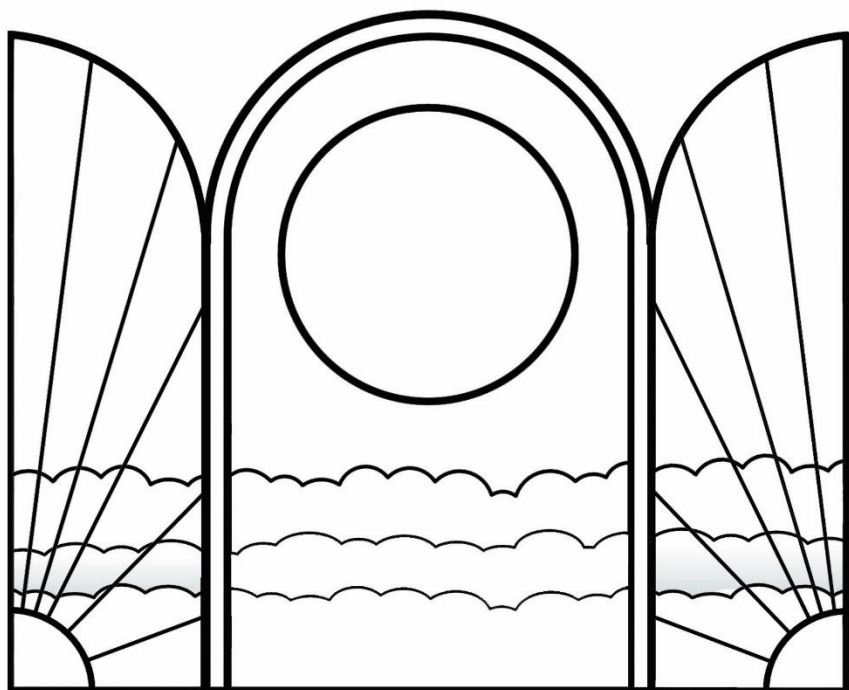


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**CAPE MAY COUNTY**

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**LIBRARY**  
**PATRON HANDBOOK**

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# CAPE MAY COUNTY LIBRARY

## Freeholder Liaison

E. Marie Hayes

## Director

Deborah Poillon

## Mailing Address

Cape May County Library  
4 Moore Road, DN 2030  
Cape May Court House, NJ 08210

## Library Website

[www.cmclibrary.org](http://www.cmclibrary.org)

## Main Branch – Cape May Court House

30 Mechanic Street  
Cape May Court House, NJ 08210

## Telephone Numbers (609)

General Information 463-6350




Reference 463-6352

Children's Room 463-6354    Adult Programming 463-6386





Teen Room 463-6357        TLC 463-6341

## Hours

### Early October to Mid-April

 Monday to Friday:	8:30 am to 9 pm
 Saturday:	9 am to 4:30 pm
 Sunday:	1 pm to 5 pm




### Mid-April to Early October

 Monday to Thursday:	8:30 am to 9 pm
 Friday:	8:30 am to 4:30 pm
 Saturday:	9 am to 4:30 pm
 Sunday:	Closed

# OUR BRANCHES




## CAPE MAY CITY LIBRARY

Ocean & Hughes Streets  
Cape May, NJ 08204  
(609)884-9568

 Monday, Wednesday & Friday:	9 am to 5 pm
 Tuesday & Thursday:	9 am to 8 pm
 Saturday:	9 am to 4:30 pm



## LOWER TOWNSHIP LIBRARY

2600 Bayshore Road  
Villas, NJ 08251  
(609)886-8999

 Monday, Wednesday & Thursday:	9 am to 8 pm
 Tuesday & Friday:	9 am to 5 pm
 Saturday:	9 am to 4:30 pm



## SEA ISLE CITY LIBRARY

4800 Central Ave.  
Sea Isle City, NJ 08243  
(609)263-7301

 Monday & Wednesday:	9 am to 8 pm
 Tuesday, Thursday, Friday & Saturday:	9 am to 4:30 pm




## **STONE HARBOR LIBRARY**

**9516 Second Avenue  
Stone Harbor, NJ 08247  
(609)368-6809**

-  Monday and Thursday: 9 am to 8 pm  
 Tuesday, Wednesday, Friday, & Saturday: 9 am to 4:30 pm





## **UPPER TOWNSHIP LIBRARY**

**2050 Route 631  
Petersburg, NJ 08270  
(609)628-2607**

-  Monday & Thursday: 11 am to 7 pm  
 Tuesday, Wednesday & Friday: 9 am to 5 pm  
 Saturday: 9 am to 4:30 pm




## **WILDWOOD CREST LIBRARY**

**6300 Atlantic Avenue  
Wildwood Crest, NJ 08260  
(609)522-0564**

-  Monday: 9 am to 8 pm  
 Tuesday, Thursday & Friday: 9 am to 5 pm  
 Wednesday: 9 am to 8 pm  
 Saturday: 9 am to 4:30 pm

## **WOODBINE LIBRARY**

**800 Monroe Street  
Woodbine, NJ 08270  
(609)861-2501**

-  Mon., Wed., Thurs., Fri.: 9 am to 1 pm & 1:30 to 4:30 pm  
 Tuesday: 11:00 am to 1 pm & 1:30 to 6:30 pm  
 Saturday: 9 am to 1 pm & 1:30 to 4:30 pm

# EVENTS & SERVICES

## ADULT EVENTS

Hundreds of library events are held for adults throughout the year; painting classes, cooking classes, nature talks, exhibits, reading clubs, exercise classes and more. See our website or visit your branch for more information. Assisted listening devices (wireless headphones) are currently available for the audiences of programs at the Cape May Court House library only. Please allow 24 hours' advanced notice to reserve an assistive listening device by calling (609) 463-6386.

## BOOKMOBILE

The Bookmobile visits a variety of community centers, schools and municipalities on a regular basis. Please contact the library at 463-6350 for bookmobile information or view the schedule on our website.

## HOMEBOUND DELIVERY

The Library offers delivery service to patrons who are homebound. Regular print books, large type books and audiobooks are available for those who are temporarily or permanently disabled. Call 463-6361 for more information.

## TECHNOLOGY LEARNING CENTER

The Technology Learning Center (TLC) supplies tools, technology, and assistance to help patrons accomplish their creative, educational and technological goals. Classes and demonstrations are offered to educate and enlighten and one-on-one help is available for individual technology needs. With a focus on STEAM education (Science, Technology, Engineering, Arts and Mathematics), the TLC brings robots, 3D printers, art software and more to interested patrons of all ages. Please visit <http://tlc.cmclibrary.org> for more information, or contact the TLC directly at 463-6341 or [tlc@cmclibrary.org](mailto:tlc@cmclibrary.org).

# CHILDREN & TEENS

## CHILDREN

The Children's Department offers a wide variety of materials and programs for children and the adults that care for them. A huge collection of books is available for children through the age of 12. Other materials include: books on CD, a Braille collection, DVDs, audiobooks, eBooks, magazines, music CDs, a Parent/Teacher collection, Playaways, and read-a-long books. The children's website at <http://kids.cmclibrary.org> has a great selection of databases, including TumbleBooks and Scholastic's Bookflix, that can be used inside and outside of the library.

The Children's Department has a very active schedule of programs, clubs and events all year, with lots of special excitement during the summer. Pick up a calendar or check for events on the library website.

If you can't find what you are looking for, please ask. The library staff is happy to help you. It is our goal to provide children and their caregivers with materials, clubs, programs and events that encourage growth, learning, and fun.

## TEENS

The Cape May County Library Teen Services Department provides recreational and educational materials for teens in grades 6 through 12 including: fiction, nonfiction, graphic novels/manga, audiobooks, music, videos, computer games and eBooks. Year-round events and programs for teens include gaming, crafts, clubs, contests, and more. Explore the Teen Department social media accounts through the website, [teen.cmclibrary.org](http://teen.cmclibrary.org). For more information call 609-463-6357 or email us at [teen@cmclibrary.org](mailto:teen@cmclibrary.org).

# REFERENCE SERVICES

The reference area covers a broad range of standard reference works and several specialized collections that can be used in the library. Questions may be asked in person, by telephone at 463-6352, or by filling out the online form “Ask a Librarian” on the website. When the material or information that you need is not available through our print online or digital collection, the reference staff can usually acquire it for you from another library.

## ONLINE DATABASES

The Library offers over 60 online databases including: Ancestry Plus, Auto Repair Reference Center, America’s Genealogy Bank, Access World News, Ebsco Magazine Index, Heritage Quest, Mango Languages, AskArt, Contemporary Authors, NoveList Plus, Antiques & Collectibles, Career Transitions and Accessible Archives. All are available in the library and most are available for home use with a valid library card.

## NEWSPAPER DATABASES

The library has access to the electronic editions of some local newspapers. The newspapers included are: The Press of Atlantic City, 1988-current; Philadelphia Inquirer, 1981-current; Cape May Gazette, April 2010-current, Middle Township Gazette, April 2010-current; and Upper Gazette, April 2010-current.

## LOCAL HISTORY

The Library has an extensive collection of books, newspapers, and pamphlets about Cape May County and New Jersey.

# THE INTERNET

The Internet is available on most of the library's public computers and free wireless access is offered at every branch. You can use a computer without having a library card. Just ask at a staff desk for a guest pass.

## OUR WEBSITE

<http://www.cmclibrary.org/>

We strive to make the library website helpful to patrons. A number of online resources have been carefully selected by the librarians for inclusion on the website. We also offer several book recommendation services including staff recommendations customized for you. A significant amount of information about the Library and its branches can be found on the website – including hours, events and news.

## USING THE LIBRARY FROM HOME

The library catalog and many of the databases can be accessed from your home with your library account number. Through the catalog, you can also renew books, check your patron record, request books and download audiobooks and e-books!

## CHROMEBOOKS

The Court House branch has small Chrome OS laptops, known as Chromebooks, that you can use anywhere in the library. You can browse the internet, watch videos, read, listen to music and more. Ask at the Reference desk or the TLC to use a Chromebook for up to 4 hours at a time with a current library card. Questions about how to use a Chromebook? Ask at the TLC.



# **MATERIALS & POLICIES**

## **BORROWING AND RETURNING MATERIALS**

Most materials may be checked out for 28 days. If no one is waiting to borrow an item, it may be renewed for an additional 28 days. Some materials can be renewed a second time. New books, new DVDs, requested items, special project books and inter-library loan items may not be renewed. New DVDs and video games circulate for 2 days.

## **FINES**

If books are returned late, a fine of \$ .10 per day will be charged, up to a maximum of \$3.00 per item. Late fees are \$ .50 per day for DVDs, up to a maximum of \$5.00. New DVDs and video games are \$1.00 per day, up to a maximum of \$10.00.

If you accumulate fines of \$15.00 or more, you will need to pay down your account in order to register for events or check out materials.

Fines for late items left in the book drop, or not paid at the time of return, will be added to your record. After 177 days, unreturned materials or fees equaling \$50 or more are sent to a collection agency.

## **LIBRARY CARDS**

Library cards are available to county residents as well as visitors. All cards are good for one year. Please check with any branch for details.

# **MATERIALS & POLICIES** (continued)

## **NOTICES**

We will notify you when an item that you've requested is available, or when you have overdues or lost items on your account. You can choose to receive notices via a telephone call, email or a text message. We can even email or text you when your items are almost due.

## **AUDIOBOOKS AND PLAYAWAYS**

The Library has thousands of audiobooks on CD and Playaways (an audiobook on a pre-recorded player about the size of a pack of cards). Each is available for a 28-day borrowing period with one renewal. Audiobooks are also available as downloads from the library website.

## **DOWNLOADABLE AUDIOBOOKS AND EBOOKS**

The library's digital collection includes thousands of adult, teen and children's fiction and non-fiction titles. They are available by visiting our webpage under the "Books & More" tab. If you need help with downloading eAudios or eBooks, please call the TLC at 463-6341. Let us know if you'd like a particular title to be added to the collection by filling out a paper request form or the online request form on the website.

## **DOWNLOADABLE MAGAZINES**

The Library has over 60 weekly and monthly eMagazines that can be downloaded or accessed online. Find them under the "Books & More" tab on the website. If you need help downloading eMagazines, please call the TLC at 463-6341.

## **BOOK DROP**

The book drop is open 24/7 at most locations. If the book drop is locked, please return your items inside. If the library & book drop are open, it is best to return discs to the Circulation Desk.

# **MATERIALS & POLICIES** (continued)

## **DVDS AND VIDEO GAMES**

Entertainment and informational DVDs can be checked out for 7 days and can be renewed once. New DVDs can be kept for 2 days and are not renewable. Video games check out for 7 days and are not renewable.

## **LOST OR DAMAGED MATERIALS**

We do not accept replacement copies for lost or damaged items. We try to find the best price for a replacement copy and patrons are responsible for that payment plus a \$3.00 nonrefundable processing fee. Payment for lost materials will be refunded up to 15 months from the date of checkout if materials are later returned.

## **REQUESTS AND INTER-LIBRARY LOANS**

If the library has an item but it is checked out, you can request that the item be held for you when it is returned. You can also request that items be brought to your branch from other branches. We will call, e-mail or text you when the item is available. The items are held at the library for you for 5 days. You can request items while you're at the library or from home using the barcode number on your library card.

If the library doesn't own an item that you're looking for, please fill out a request card, in person or on our website, and we will either purchase it for the collection or we will try to get it for you from another library through inter-library loan (ILL). ILL materials may only be checked out for 7 or 14 days and may not be renewed. Fines for ILL materials are \$.50 a day or \$1.00, up to a maximum of \$10.00. Repeated overdue, lost, or damaged interlibrary loan materials may result in the loss of interlibrary loan privileges.

