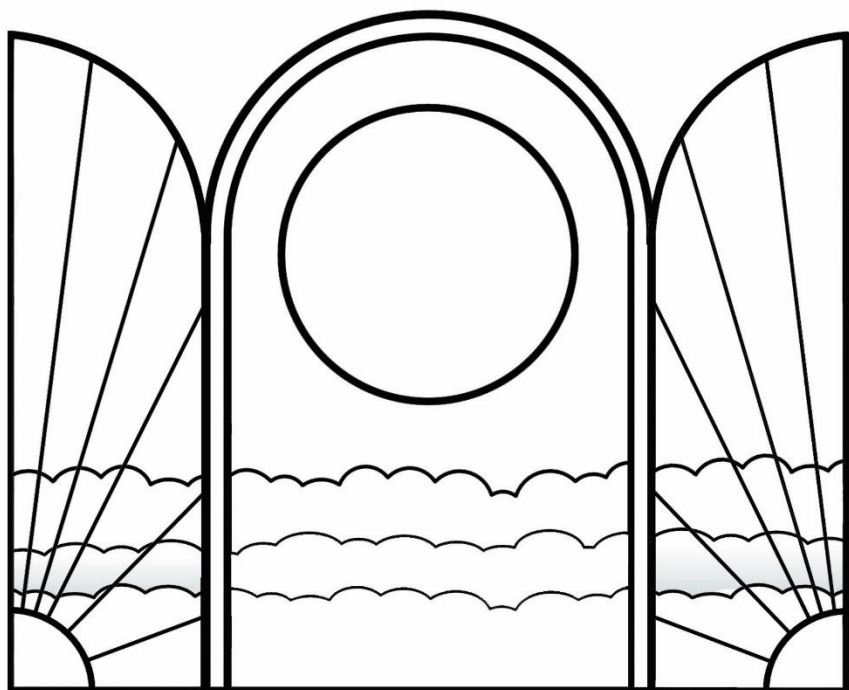

CAPE MAY COUNTY



LIBRARY
PATRON HANDBOOK

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

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 Events 463-6386





Teen Room 463-6340 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 Avenue
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 & Wednesday 9 am to 8 pm
-  Tuesday, Thursday & Friday: 9 am to 5 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

BOOKMOBILE

The Bookmobile visits a variety of community centers, schools, and municipalities on a regular basis. Please contact the library at (609)463-6350 for bookmobile information or view the schedule on our website.

MISSION STATEMENT

The Cape May County Library exists to bring, to the people of Cape May County, informational and recreational materials, services, and events that will enrich their lives.

EVENTS & SERVICES

ADULT EVENTS

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

HOMEBOUND DELIVERY

The library offers delivery service to patrons who are homebound. Regular print books, large type books, audiobooks, and Playaways are available for those who are temporarily or permanently disabled. Call (609)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. 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 tlc.cmclibrary.org for more information, or contact the TLC directly at (609)463-6341 or email 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 vast 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 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 events and clubs 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, 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 for teens include gaming, crafts, clubs, contests, and more. Explore the Teen Department website at teen.cmclibrary.org. For more information call (609)463-6340 or email us at 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 (609)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, an Auto Repair resource, America’s Genealogy Bank, Access World News, Ebsco Magazine Index, HeritageQuest, Mango Languages, Contemporary Authors, Universal Class, NoveList Plus, Price It!: Antiques & Collectibles, Career Transitions and many more. 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. Those 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 library is preserving local history by digitizing these items. Please see Cape May County History Online located in the Genealogy category of our website’s Research page.

THE INTERNET

The Internet is available on most of the library's public computers and free wireless access is offered at every branch. Guest passes are available for those who wish to use the library computers, but do not have a library card.

OUR WEBSITE

www.cmclibrary.org

A number of online resources have been carefully selected for inclusion on the website. We offer several book recommendation services including staff suggestions customized for you. A significant amount of information about the library and its branches can be found on the website – including locations, 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 access free eAudiobooks, eBooks, music, movies, tv shows, and magazines!

BEYOND BOOKS

The library offers a collection of Beyond Books devices for adult patrons to check out. This collection includes Roku Sticks, MiFi wireless hotspots, and Chromebook computers. All items may be borrowed for 14 days. The Beyond Books devices are available for check out at the Cape May Court House branch only. Some restrictions apply.

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 possible to renew it for an additional 28 days. Some materials can be renewed a second time. New books, requested items, special project books, and inter-library loan items may not be renewed.

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.

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)

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 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.

DIGITAL COLLECTIONS

The library's digital collection includes thousands of adult, teen and children's fiction and nonfiction titles. The library offers downloadable eBooks and eAudios as well as streaming music, movies, and TV shows. These services are available by visiting the Borrow pages through the Menu on our website. If you need help with digital materials, please call the TLC at (609)463-6341. Requests to add eBook and eAudio titles to the collection can be placed by filling out a paper form or the online Request A Book form on the catalog.

DOWNLOADABLE MAGAZINES

The Library has over 60 weekly and monthly eMagazines that can be downloaded or accessed online. Find them by visiting the Borrow pages through the Menu on our website. If you need help downloading eMagazines, please call the TLC at (609)463-6341.

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 have a loan period of 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 notify you when the item is available. The items are held for you at the library for 5 days. You can request items in 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 or \$1.00 a day, up to a maximum of \$10.00. Repeated overdue, lost or damaged interlibrary loan materials may result in the loss of interlibrary loan privileges. Unfortunately, we aren't able to borrow from other libraries for patrons with Visitor cards.

