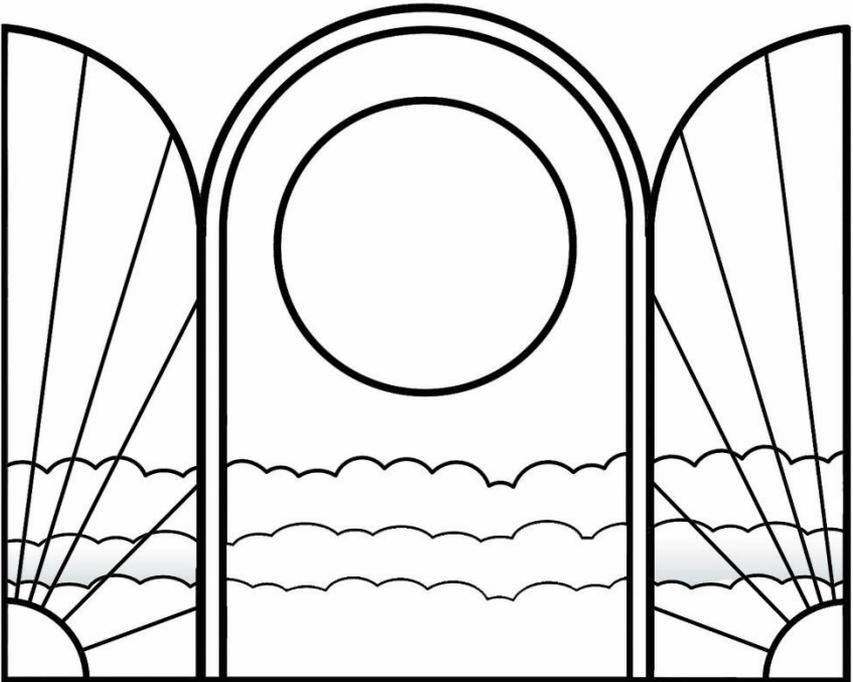

CAPE MAY COUNTY



LIBRARY
PATRON HANDBOOK

CAPE MAY COUNTY LIBRARY

County Commissioner Liaison

Will Morey

Director

Andrea Orsini

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 Tuckahoe Road
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: 10:30 am to 1 pm & 1:30 to 6:00 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 (609)463-6350 x700

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 the library's website or visit a branch for a complete schedule. The Court House Branch offers wireless listening devices for hearing-impaired patrons. Please call 24 hours before the event to reserve accommodations.

HOMEBOUND DELIVERY (609)463-6350 x817

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. Please call for more information.

TECHNOLOGY LEARNING CENTER (609)463-6350 x600

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.

Website: tlc.cmclibrary.org

Email: tlc@cmclibrary.org

Follow us on social media!

Facebook: @cmctlc

CHILDREN & TEENS

CHILDREN'S DEPARTMENT (609)463-6350 x300

The Children's Department offers a wide variety of recreational and educational materials and programs for children of all ages, including books, DVDs, audiobooks, music CDs, eBooks, magazines, Playaways, and Launchpad tablets. For adults who care for or work with children, the Children's Department offers a dedicated Parent/Teacher collection, alongside databases and additional web resources that children and their caregivers can use for research and growth. The Children's Department provides many enriching events for children throughout the year. Please see the library website or visit a local branch for a complete schedule.

Website: kids.cmclibrary.org Email: children@cmclibrary.org

Follow us on social media!

Facebook: @CapeMayCountyLibraryKids

TEEN DEPARTMENT (609)463-6350 x350

The Teen Department works to provide a welcoming and inclusive space for community members ages 11-18 and those who are a part of their lives. The library endeavors to advocate for patrons, provide access to materials which meet their diverse information and recreational needs (including fiction, graphic novels and manga, nonfiction, audiobooks, games, and more), and present opportunities that foster community- and skill-building, as well as exploration of multiple literacies.

Website: teen.cmclibrary.org Email: teen@cmclibrary.org

Follow us on social media!

Instagram: @cmclteen

Twitter: @cmclibrary

YouTube: cmclibrary

Facebook: @cmcountylibrary

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 609-463-6350 x400, or by filling out the online form “Ask a Librarian” on the website. If the material or information requested is not available through the library’s print online or digital collection, the reference staff can usually acquire it 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, Learning Express Library, 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 a collection of books, newspapers, microfilm, 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 the library 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.

LIBRARY WEBSITE

www.cmclibrary.org

A number of online resources have been carefully selected for inclusion on the library's website. The library offers several book recommendation services including personalized suggestions chosen by staff. 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 home with a library card barcode number. Through the catalog, patrons can request and renew items, edit a patron record, 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 MiFi wireless hotspots and Chromebook computers. Some restrictions apply.

SOCIAL MEDIA

Follow the library on social media!

Facebook: @cmcountylibrary
@CapeMayCountyLibraryKids
@cmctlc
Twitter: @cmclibrary

Pinterest: cmclibrary
YouTube: cmclibrary
Instagram: @cmclibrary
@cmclteen

MATERIALS & POLICIES

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.

BORROWING AND RETURNING MATERIALS

Most materials may be checked out for 28 days. If an item is not on request, and renewals are available, it may auto-renew for an additional loan period. Some items can be renewed a second time. Select items, such as new books, requested items, special project books, equipment, and inter-library loan items may not be renewed.

BOOK DROP

The book drop is open 24/7 at most branches. If the book drop is locked, please return items inside. If the library and book drop are open, please return discs to the Circulation Desk.

FINES

The library charges fines for some materials returned late.

- Children's and Teen materials do not accrue late fines.
- Video games and ILLs will continue to accrue late fines.

Adult materials: Books; CD audiobooks; Playaways; music CDs	\$ 0.10 per day	Max \$3 per item
Adults DVDs (not new), all ILLs	\$ 0.50 per day	Max \$5 per item
New Adult DVDs, all video games, Mifis, Chromebooks, Projectors, Reference materials	\$1 per day; \$5 reactivation fee for Mifi and Chromebook	Max \$10 per item

Adult accounts with over \$15 in late fines or other fees will be unable to register for events or check out materials until charges are below \$15. Juvenile patrons may continue to check out select materials with account fees over \$15, but under \$50.

MATERIALS & POLICIES (continued)

LOST OR DAMAGED MATERIALS

Items that have not been returned for 42 days after the final due date will be considered lost; the cost of these and other lost or damaged items will be charged to a patron's account. This applies to all materials, including Children's and Teen items. Accounts with fees equaling \$50 or more are sent to a collection agency, excluding juvenile accounts.

The library does not accept replacement copies for lost or damaged items. The library will find the best price for a replacement copy and patrons are responsible for that cost plus a \$3 nonrefundable processing fee. Payment for lost materials will be refunded up to 12 months from the final due date if materials are later returned in good condition.

NOTICES

Patrons who have placed items on request will receive notification when the items become available to borrow. Patrons can choose to receive notices via telephone call, email, or text message. Overdue notices and bills will be sent via print mail, email, or text. The library can send email or text notices when items are almost due.

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, streaming music, movies, and TV shows. These services are available by visiting the Borrow pages through the Menu on the library website. Please call the TLC at (609)463-6341 for assistance borrowing digital materials. 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.

MATERIALS & POLICIES (continued)

DVDS AND VIDEO GAMES

Entertainment and informational DVDs can be borrowed 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.

AUDIOBOOKS AND PLAYAWAYS

The library has thousands of audiobooks on CD and Playaways (an audiobook on a pre-recorded player). Each is available for a 28-day borrowing period with one renewal.

REQUESTS AND INTER-LIBRARY LOANS

If the library has an item but it is checked out, patrons can request that the item be held when it is returned. Patrons may also request that items be brought from another Cape May County Library branch. The library will notify patrons when the item is available. Requested items are held at the preferred branch for 5 days. Patrons can place requests on items in the library or online through the catalog.

If the library does not own a desired item, please fill out a request card in person or online using the Request a Book form. The library will either purchase the item for the collection or borrow it 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 \$0.50 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, the library is unable to borrow from other libraries for patrons with Visitor cards.

