

**(cover)**

## **Welcome to Your Library**

**(inside columns)**

### **Welcome!**

Your community library is a place of discovery. With your King County Library System card, you'll be amazed at what you find.

### ***What will I find at the Library?***

- Computers for study, writing, and Internet access
- Books, magazines, music on compact disc and cassette, books on tape, and videotapes. Many of these are available in languages other than English.
- Classes to teach you a variety of computer skills
- Story times for children and families
- Free programs for children, teens, and adults: book discussion groups, guest authors, children's theatre workshops and more.
- Newspapers, reference materials, and online databases for you to use.
- Meeting rooms for community events; voter registration forms and tax forms
- Places to study, read, and do homework

### ***How can I get a library card?***

Come to the library and fill out a brief registration form. You will need to bring a piece of identification that has your picture and your current address.

### ***Does it cost anything to get a library card?***

No. Your taxes support the King County Library System, so it is for everybody to use.

### ***What happens if I lose my card?***

Tell us as soon as possible. Staff will deactivate the card so it cannot be used. You are then welcome to apply for a new card.

### ***How do I find what I need?***

Books, videos, music, and magazines from all 42 libraries are listed in the Library Catalog in the computer. If you need help, please ask. We will teach you how to use it. If the item you want is checked out, you can place it on "Hold". You choose the library you want the item sent to. You will receive a postcard (or e-mail if you choose) when the item is ready for you to pick up. There is no charge to request books.

### ***How long can I keep library materials?***

Books, CDs and audiocassettes:

- 28 days. May be renewed for 28 days.

Videos, DVDs and magazines:

- 7 days. May be renewed for 7 days.

When you checkout materials, you will receive a printed receipt listing the items you have borrowed. The due date will be on your receipt.

***What if I return them late?***

There is a charge of 10 cents a day per item for library materials that are returned late. Fines stop when items are returned, or when they reach a maximum of \$3 per item. You may return borrowed items to any KCLS community library.

***What if I have fines?***

You cannot continue to use your library card if your fines add up to \$10 or more. If you owe more than \$25, you will get letters and phone calls from a collection agency asking you to return the items and pay your fine. It is important that materials are returned to the library on time, so that others can check them out.

***Can I get library help without coming to a library building?***

Some library services are available by telephone - and even online! You can:

- Call your community library
- Call the Answer Line: 425-462-9600 or 1-800-462-9600.
- Ask a Librarian (email or online chat) on the KCLS web page ([www.kcls.org](http://www.kcls.org)).

***Other Library Services***

- Many libraries offer classes and Talk Times for adults learning to read, or learning English. Call 425-369-3454 for more information or visit the Web at [www.kcls.org/lit/esl.html](http://www.kcls.org/lit/esl.html).
- Parents and caregivers can check out boxes of children's books on a "theme" to enhance preschool or home learning. Call our Books to Grow On department at 425-369-3323 or 1-877-905-2009 extension 3323, or visit the web at [www.kcls.org/webkids/btgo](http://www.kcls.org/webkids/btgo).
- Our traveling TechLab brings computer classes to community centers, retirement homes, and schools.

***Responsibility for Children (under age 18)***

Parents and guardians of children are responsible for their child's use of library resources, the materials they check out, and their safety while in the library.

***Open Hours***

Many community libraries are open seven days a week. Check our web site for a complete listing: [www.kcls.org](http://www.kcls.org).

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English

Revised 6/2003