Welcome to the \_\_\_\_\_\_ Public Library! My name is \_\_\_\_\_\_ and I am a librarian here. I am the \_\_\_\_\_\_\_ Librarian – so that means my specialty is helping anyone with \_\_\_\_\_\_\_\_.

Have you ever been to this library before?

Have you ever been to any library before?

I would like to give just a short **intro**duction to what a library is. This library is funded by the \_\_\_\_\_\_\_\_\_ – residents pay **taxes** to the town and part of that money goes to the library. We use that money to buy books, dvds, cds, and other materials to support the people’s interest and informational and educational needs. We also use that money to put on programming like book discussion groups, storytimes, and fun programs for all ages.

If you live or go to school in \_\_\_\_\_\_\_, you are **eligible to get a card** here. It’s very easy to get a library card. Visit us and be sure to bring your \_\_\_\_\_\_\_. You visit the big desk in the front and they will take your information and issue you a card. You sign for the card, and you can borrow books, cds, dvds, and magazines!

**So how do you find something to borrow?**

Our biggest resource here at the library is not books, it’s not our computers – it’s our **librarians**. We have librarians here every day who work to help you find information.

**What do I help with?**

Sometimes people come up and ask me if I have any books on dinosaurs. Sometimes they need to write a report on world war 2. Sometimes someone tells me they just read a great book and want another one like it. It’s my job to help people find what they’re looking for!

**OPACS**  We also have computers set up that hold information on every item here in the library. We call that our library catalog. There are computers set up just for this purpose. So if you know exactly what you’re looking for or feel confident, you can type your search in and find it on your own. So let’s look for something right now. Anyone reading anything in class?

**Location / Availability**

It is important that I mention when you borrow materials, you are ‘**checking them out’** of the library for a certain number of days. Since all of these books, CDs, and DVDs belong to the town, we have rules in place so that as many people as possible in the town can have access to them. When you check out at the front desk, a receipt is printed out. On it are the dates that each item is due back. You are given \_\_ time period\_\_\_\_\_ to borrow most books, and \_\_\_\_\_\_\_\_\_ to borrow most DVDs. That means that you must return the item on or before that day. If we checked this book out today, it would be due back on \_\_\_\_\_\_\_ – that’s \_\_\_\_\_ days or \_\_\_\_ weeks from now. If I bring it back the next day, I will be charged \_\_\_\_\_\_\_.

So there is no charge for borrowing most materials, but if I don’t bring them back to the library in time, I will have to pay. So for a late book, it’s \_\_\_\_\_\_\_ every day that I don’t bring it back.

For late DVDs – it’s a bigger fine – \_\_\_\_\_\_\_ every day it is late.

So it’s very important to bring back materials on time. This way, you don’t ever have to owe the library any money.

You don’t want to **lose materials** either – be very careful about not misplacing an item that you borrowed from the library. You will be charged to replace that missing material.

**Computer Policy Overview**

**Current Programs**

**Questions?**