



Welcome TO YOUR Library

Guide to Services

Map to Library
Locations



THE
PUBLIC
LIBRARY
of Cincinnati
and
Hamilton County

www.CincinnatiLibrary.org

WELCOME TO YOUR LIBRARY

The Public Library of Cincinnati and Hamilton County... Convenience, comfort, selection, service & more! One library card and 41 locations to serve you. See the map inside for addresses, hours, and phone numbers. About 9 million items are available—hardbacks & paperbacks, large print books, children's book & audio kits, digital books & videos, CD-ROMs, videos, DVDs, audiobooks, CDs, magazines, sheet music, slides, and encyclopedia volumes—all for free.

LIBRARY/DEBIT CARDS

Library cards are free to all Ohio residents who fill out a short form, provide address verification, and picture ID. Cards are also free to residents of Boone, Campbell, and Kenton Counties in Kentucky with a valid library card from their local library, picture ID, and address verification. Children under the age of 18 may get a card with the signed approval of a parent or guardian. Nonresidents may obtain a library card for a small annual fee.

Cards are issued on the spot and may be used immediately. The card enables systemwide borrowing privileges, access to the Library's electronic resources, and serves as a debit card for photocopying, microform printing, and Internet printing. Hamilton County residents who are applying for the first time may use the convenient online Library card application form. Educator Cards are also available for teachers and homeschoolers. Ask at any service desk for details.

PIN

Your PIN is the last four digits of the phone number on your library card application unless you change it. If no phone number was listed, your PIN is 9999.

THE ANSWER PLACE

Need an answer fast? Quick responses to simple questions are provided by phone, fax, text message or email, as well as in person and by mail. Call 513-369-6900, or submit at any time on the Library's homepage www.CincinnatiLibrary.org. Text a question by starting the body of the text with the keyword *askus* followed by a space, followed by the question. Text the message to 66746.

INTERNET ACCESS

Free access to the Internet is available at all locations with over 650 computers online. Time limits may be enforced. To learn about the Internet, search engines, and electronic resources, contact your local library for a schedule of classes. Technical assistance is available at 513-369-4599.

WWW.CINCINNATILIBRARY.ORG

Here's a sample of some of the unique services you'll find on our website:

- An online catalog that offers a wide variety of search options, and a picture-based interface for kids.
- New Arrivals, comprehensive lists of new additions to the collection.
- Resources for readers, including *Turning the Page*, our books and reading blog; staff recommendations; bestseller lists; and advance notice of future bestsellers.
- Downloadable books and audiobooks from popular authors and well-known publishers.
- Websites, Kidspace and Teenspace, designed to suit the needs and interests of our younger customers, and Fifty-Five +, for our customers 55 and older.
- Databases that offer access to information on a broad range of subjects from magazines, newspapers, and encyclopedias.
- Directories of websites that have been selected and reviewed by librarians.
- A program calendar that lists the locations and times of upcoming programs and classes in our libraries.
- KnowItNow, an online reference service that gives you the opportunity to chat with a librarian 24/7.
- Homework Chat, a service that gives students the opportunity to get assistance from expert tutors.
- "My Account" feature that lets you renew titles, review, and update your account.
- *@ the Library*, an email newsletter that includes information about library programs, news, new additions to our collection, and updates on your library account.
- *eLinks*, the Library's electronic update.
- RSS feeds, a convenient way to keep up with changes and developments on our website.
- An online form to reserve a library computer.
- Microsoft Word, Excel, and Power Point software is available at every location.

HOLIDAYS

The Library is closed for New Year's Day, Easter, Memorial Day, July 4th, Labor Day, Thanksgiving Day, Christmas Eve, and Christmas Day.

FINES

Sundays and closed holidays are included in the fine calculations. When unpaid fines and charges on overdue materials reach \$10, no additional items may be checked out and no items may be renewed. Charges for damaged materials will be assessed on an individual basis. Lost materials must be paid for in full. Please note that if you have fines or items totalling \$25 or more and have not paid or turned the items back in 60 days, your account will be turned over to Unique Management for collection.

EMAIL, PHONE, & TEXT NOTIFICATION

Sign up at any Library location to receive email, phone or text notification of your holds or overdue items. With email notification you also receive alerts to renew your materials and your Library card. Please add the email notices address to your account to prevent it from being treated as spam.

SERVICES FOR PEOPLE WITH SPECIAL NEEDS

Those who are unable to use traditional library materials and services may wish to contact Outreach Services (serves nursing homes, retirement centers, correctional facilities, the homebound, and children with special needs) 513-369-6963

Also available:

- Books-on-tape & books-on-CD
- Large print books
- Closed caption videos
- Descriptive videos*
- Adaptive hearing equipment*
- Handicapped parking
- Magnifying devices
- Interpreters for hearing impaired at library programs (to arrange call 513-369-4400 or TTY 369-4409)
- VictorReader Streams
- JAWS, screen reading machine*
- SARA, scans print & provides voice output*
- Zoomtext to enlarge online text
- Talking Books & Braille*
- Motorized scooters*
- CCTV (Closed Circuit TV) enlarges text at selected locations
- Ohio Library for the Blind & Physically Disabled provides state-wide service for the visually and physically disabled 1-800-362-1262

*Main Library only

LITERACY & HOMEWORK HELP

The Library supports community literacy by offering homework assistance, GED practice testing, providing space for volunteer tutors, offering adult new reader materials, Shared Reading programs, instructional CD-ROMs, GED study guides, contact lists for literacy programs, suggested books appropriate for various reading levels, and English as a second language conversation groups.

TOURS & GROUP VISITS

Tours and group visits may be scheduled at any library by calling that location for a reservation.

MEETING ROOMS

Meeting rooms are available at many locations for use by groups and individuals who meet the guidelines. Rooms may be reserved in advance by calling the branch where the meeting room is located or 513-369-3173 for meeting rooms in the Main Library.

PROGRAMS

Thousands of great free programs for all ages are regularly scheduled at all locations. These include story times for babies, toddlers and preschoolers; after school, weekend and summer programs for children and teens, as well as book clubs, computer classes, author visits, and gardening programs for adults. Check the Library's website for a complete calendar of events.

OTHER LIBRARY SERVICES

All Library locations offer photocopy machines, income tax forms, and voter registration. CD-ROM stations with interactive programs for kids and teens, are available at many locations (see map inside). U.S. passport applications are accepted at the Main Library. USB flash drives, ear buds, and earth-friendly bags are available for purchase. Color printing is available at selected locations.

MAILING ADDRESS

800 Vine Street, Cincinnati, Ohio 45202-2009
513-369-6900

WEB PAGE

www.CincinnatiLibrary.org



WI-FI & WIRELESS PRINTING

Free wireless Internet access is available in the seating areas of all of our branches and the Main Library. When logged into our wireless network you may now send print jobs to Library printers.

LOAN PERIODS

New release films.....	4 days
All other DVDs.....	7 days
All other materials.....	21 days
Digital materials.....	may vary but displays with title

LIMITS

Books, magazines, audiocassettes, LPs, CD-ROMs slides, multi-media kits, music CDs, & audiobook CDs.....	No limit
New release feature film DVDs.....	10
All other videos & DVDs.....	15
Playaways@.....	10
Downloadable audiobooks & ebooks.....	10

RETURNS

Items may be returned to any location. For after hours return, all items may be placed in bookdrops.

RENEWALS

All items may be renewed in person, online, or by calling 513-369-6900.

You may renew for the following number of times unless the item is on hold for another customer:

Digital materials.....	determined by the provider
New release films.....	1 time
All other items.....	5 times

HOLDS

A library cardholder may place a hold on currently unavailable items. A cardholder may also request that an item available at another location be sent to the branch of their choice for pickup. Holds may be done by library staff or online. Holds may not be placed on new release feature film DVDs or reference materials. A maximum of 35 items may be placed on hold. Items will be held for 5 days.

FINES

Materials for children & teens.....	5¢ a day
Videos & DVDs.....	\$2 a day
All other materials.....	20¢ a day