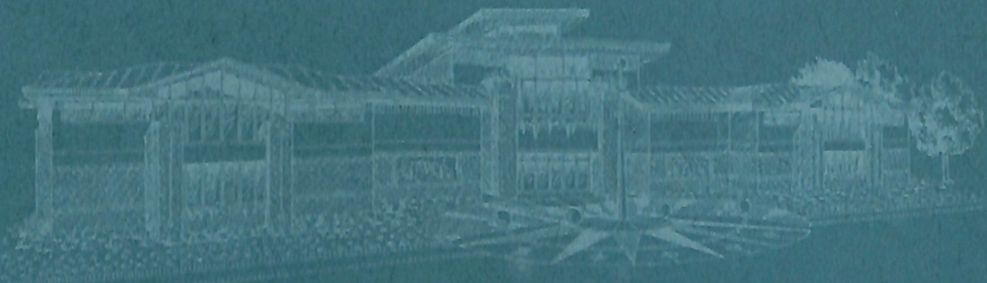


Sept 4, 1998

THE
COUNCIL
BLUFFS
PUBLIC
LIBRARY
HAS WHAT
YOU'RE
LOOKING
FOR!

Council Bluffs
Public Library

LIED INFORMATION & TECHNOLOGY CENTER



- What are you looking for?**
- A videotape on how to train a puppy?**
- A map of Council Bluffs from 1854?**
- A good book for a cold winter's night?**
- A Mexican restaurant in Chicago?**

The Council Bluffs Public Library has it all. You'll find books, CDs, cassettes and videotapes, art prints, pamphlets, maps and access to the Internet. Whatever you're looking for, chances are it's at the Library.

How To Find It

When looking for a book, music CD, video or book on cassette, begin at any online catalog terminal located throughout the building. The online catalog allows you to search using the familiar author, title, or subject approach, but you can also search by keyword or call number, or look for novels by type (mystery, science fiction, western, etc.). It also indicates the location of the item and its status.

Adult Book Collection:

Adult fiction books are shelved alphabetically by the author's last name on the first floor. Adult non-fiction books are shelved numerically by the call number on the second floor.

Youth Book Collection:

Youth fiction and non fiction books are located in the Youth Services Department on the first floor and follow the same alphabetical or numerical systems used for the adult books.

Limits, Loan Periods and Renewals:

There is no limit to the number of books you can borrow. All books are loaned for three weeks and may be renewed by phone or in person for one additional loan period. Overdue books or those on hold (reserve) may not be renewed.

Video Collection:

Entertainment, instructional, and educational videocassettes are located on the first floor. You can check the online catalog as you would for a book.

Videocassettes are loaned for two weeks and can be renewed one time. Renewing a loan or placing a videocassette on hold can be done by phone or in person. Two videos may be checked out on one card at a time. Overdue videos and videos on hold may not be renewed.

Audio Books and CDs:

The Library lends fiction and non-fiction books on cassette as well as a wide variety of music compact discs. Children's books and tapes are also available in the audio and video area on the first floor.

There is no limit to the number of adult books on cassette you may borrow. Audio books are loaned for three weeks and may be renewed by phone or in person for one additional loan period. Overdue audio materials or those on hold may not be renewed. Two CDs or juvenile cassettes may be checked out at one time.

Art Prints:

Reproductions of paintings for use at home or business are displayed on the first floor and are loaned for three weeks. They may be renewed by phone or in person for one additional loan period and may be placed on hold. Two art prints may be checked out at one time. Art prints that are overdue or on hold may not be renewed.

Reference Collection:

The Reference Services Department on the second floor includes such printed resources as encyclopedias, auto repair manuals, newspapers, maps, pamphlets, financial investment services, business, telephone and city directories, as well as a wide variety of information resources in electronic formats. Reference materials may not be checked out, but photocopiers are available.

The Library is an Iowa and Federal government partial documents depository. Census and other microfilm may be ordered through the Library for a fee.

The Library's designation as the Lied Information and Technology

Center makes it possible for staff-assisted and self-service access to the Internet. Other electronic and CD-Rom information resources are available for direct patron use or with staff assistance.

Requests for use of the Library's Special Collections area and discussion rooms on the second floor may be made at the Reference Desk. The Special Collections area features specialized state, community and other historical materials, maps, books and photographs.

Magazines and Newspapers:

The Library receives more than 200 general and special interest magazines plus at least a dozen newspapers. CD-ROM and print indexes can help you locate information in these sources. Magazines and newspapers may not be checked out, but photocopiers are available. Ask for assistance at the Reference Services Desk.

Checking It Out

Library cards, valid for three years, are issued free to all residents of Council Bluffs and rural Pottawattamie County. Residents of cities contracting with the Library are issued free cards which are valid for one year. Identification and address verification are required to issue cards. Children 13 years and older may be issued an adult card. Parental consent is not required for a child at the time the card is issued, but notification will be sent to parents informing them the child has received a card.

The Library offers organizational and visitor cards. Visitor cards are issued to non-Omaha metropolitan area borrowers for \$5 a month. Omaha metro area and other non-residents may purchase an annual library card for \$50 or a six-month card for \$25. Ask for information or assistance at the Circulation Services desk.

The Library participates in the statewide OPEN ACCESS program which allows you to borrow materials from, and return materials to, any participating public library in Iowa. You must present your library card or OPEN ACCESS identification card and follow the lending library's policies and procedures. Ask for information at the Circulation Services desk.

Returning It For Others To Use

Materials may be returned inside the building or in the drive-through book return located at the rear of the Library off 1st Avenue.

Fines for overdue art prints, audio materials and printed materials are 10 cents (\$.10) for each day the Library is open, with a maximum fine of \$5. Overdue notices are sent when items are overdue. Bills for overdue items are mailed and indicate replacement costs plus a processing fee. The Library may use the services of a collection agency, if necessary.

Fines for videocassettes are \$1 for each day the Library is open. An initial courtesy reminder call may be made when a video is just a few days overdue. Written notices are also sent after videos are overdue for longer periods of time. Bills for overdue videos are mailed and indicate replacement costs plus a processing fee. The Library may use the services of a collection agency, if necessary.

Borrowing privileges are suspended when unpaid fines or other charges total \$10 or more.

If a lost item has been paid for but is later returned, refunds of only replacement costs are given. The processing fee is non-refundable. The receipt of payment must be presented when the refund is requested.

Patrons returning a damaged item must pay a replacement fee and a processing fee for that item, and will have 30 days to notify the Library if they wish to keep the damaged items they have paid for. The receipt of payment must be presented when the item is picked up.

At Your Service

Reference Services:

If you have a quick question, call the Reference Services Department at 323-7553. If you have a more extensive request, come to the Library and ask the reference staff for help. If you are working on a school assignment, please check with your school or college library first.

The Reference Services Department offers a variety of programs throughout the year. Contact the Reference Services (323-7553) for information on current programs.

Youth Services:

The Youth Services Department provides a variety of programs for children of all ages. Saturday, weekday and evening Story Times are offered as well as group presentations and tours. School groups are welcomed. Pre-registration may be requested for some youth activities. The Youth Services Department also provides satellite book collections and summer "Reading Basket" programs throughout the city. Call Youth Services (323-7553) to register for activities or for information.

Special Services:

The Library is accessible to persons with special needs. Homebound delivery of books and other materials is provided to persons who cannot come to the Library. Call Circulation Services

(323-7553) to arrange for homebound delivery.

The Library has a TDD machine for receiving calls. The number is 323-7553-V-TDD.

Large-print fiction and nonfiction books are available, as is information regarding the federally-funded Books for the Blind and Physically Handicapped program administered by the State Library of Iowa.

Please notify the Library if this publication is required in an alternative format.

More Services:

If you can't find the item you're looking for, a hold (reserve) may be placed on it. A fee will be charged at the time of the hold request. You will be notified by mail or phone when your requested item can be picked up.

If the Library does not own an item you want, the Library will request it from another library. The State Library of Iowa provides a collection of audio tapes, videos and 16mm films.

Coin operated photocopiers and microfilm reader/printers for public use are located near the Reference Services Desk on the second floor.

Tax forms are seasonally available.

If you have a question or need help, ask a Library staff member for assistance.

Friends of the Council Bluffs Public Library

The Friends of the Council Bluffs Public Library is a non-profit organization which supports the programs and services of the Library. Friends are involved in projects throughout the year, encouraging the public to use the Library's many services. Members also volunteer for a variety of Library projects and programs including the Friends Book Store, homebound delivery services and promotional activities.

Ask at the Library for information about the Friends of the Council Bluffs Public Library.

Gifts and Donations

The Library welcomes gifts and donations. Money for memorials may be given in memory of a loved one or in honor of a special person. Some employers match monetary gifts. Larger bequests made to the Library or to the Council Bluffs Public Library Foundation allow the establishment of endowments for needed services or to purchase books and other materials. Please call the Library Director at 323-7553, or contact the Council Bluffs Public Library Foundation at 322-8230.

Library Hours

Monday - Thursday 9 a.m. - 9 p.m.
 Friday 9 a.m. - 6 p.m.
 Saturday 9 a.m. - 5 p.m.
 Closed on Sundays and major holidays

Library Loan Periods

3 weeks Books, audio books, art prints
 2 weeks Videocassettes, CDs, youth audio and videocassettes
 24 hours Projection equipment

Library Fines & Fees

Fines:

10 cents a day
 Art prints, audio materials, printed materials
 \$1 a day
 Videocassettes
 50 cents an hour
 Projection equipment

Fees:

Photocopier 10 cents a page
 Microfilm/microfiche 10 cents a page
 Computer printouts
 Inquire at the Reference Services Desk

Library Cards:

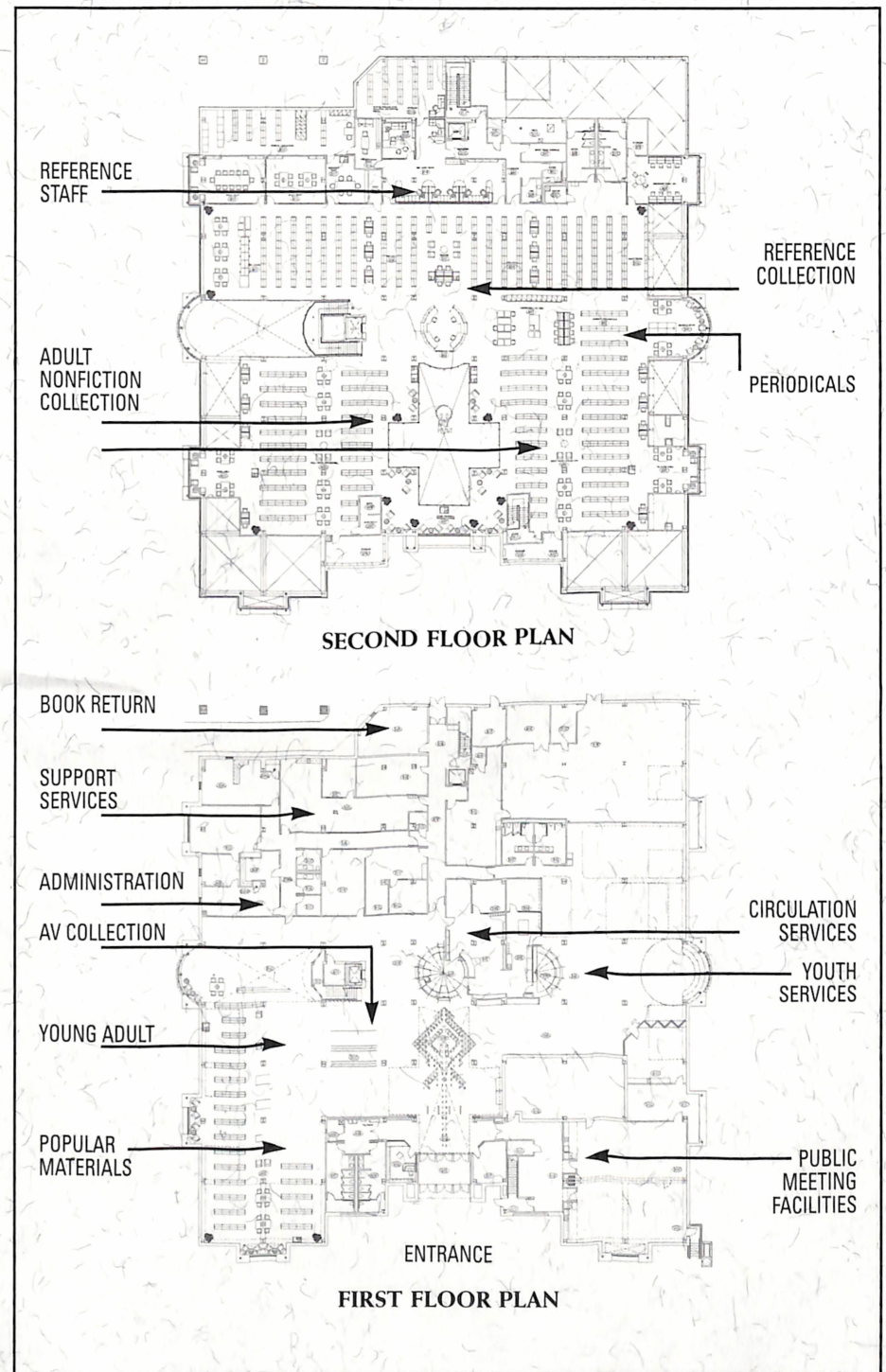
Council Bluffs and Pottawattamie County residents
 First card free
 Replacement cards \$2

Visitors \$5 a month

Non-resident cards
 \$50 a year
 \$25 for 6 months

Interlibrary loans

Please inquire at any public service desk



Council Bluffs
Public Library

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(712) 323-7553 • Fax (712) 323-1269
E-mail jgodsey@server.silo.lib.ia.us