

YOUR LIBRARY CARD

Your library card gives you access to materials from 32 libraries in the Monarch Library System. (Dodge, Ozaukee, Sheboygan, and Washington counties.)

You **MUST** use your card to check out materials from the library. By applying for a library card you have agreed to obey all rules and regulations of the Jack Russell Memorial Library and to give prompt notice of name and address changes.

As with a credit card, you are financially responsible for any items borrowed using your card.

REPLACEMENT CARDS

When a library card is lost or stolen, a valid photo ID along with proof of current address is required. The fee for a replacement library card is \$5.00.

LOAN PERIODS

Adult & Young Adult Books.....	28 Days
Children's Books.....	28 Days
Books on CD.....	28 Days
Playaways.....	28 Days
New Adult & Young Adult Fiction.....	14 Days
Non-Fiction DVD's.....	14 Days
Tv Series on DVD.....	14 Days
Music on CD.....	14 Days
Magazines.....	14 Days
Video Games.....	14 Days
Blue-Rays & DVDs.....	7 Days

FREE ONLINE RESOURCES

Find these at
www.hartfordlibrary.org
under the *Online Resources* tab



A to Z Databases - Offers information on millions of business profiles, healthcare professionals, and new businesses as well as resume templates, background and criminal search results.



Ancestry - Includes more than 1.5 million names in records from the United States Census, Military, Court, church records, and directories. (*In Library Use Only*)



BadgerLink - Wisconsin's online resource for over 40 databases including Encyclopedia Britannica, Novelist, Consumer Reports, and more!



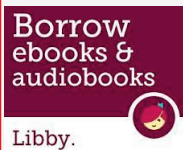
The Monarch online catalog provides access to 1.1 million items from public libraries in Dodge, Ozaukee, Sheboygan, and Washington Counties!



Gale Courses - Provides access to over 360 online courses on multiple topics of interest, including career training programs!



Instantly download books, audiobooks, movies and tv shows.



Libby the reading app for your library powered by Overdrive. Borrow eBooks and eaudiobooks.

LIBRARY CARD AND BORROWING PRIVILEGES POLICY



JACK RUSSELL MEMORIAL LIBRARY

100 Park Avenue, Hartford, WI 53027

Phone: 262-673-8240

Fax: 262-673-8080

www.hartfordlibrary.org

Hours

MONDAY-THURSDAY

9:00 AM-8:00 PM

FRIDAY

9:00 AM-5:30 PM

SATURDAY

9:00 AM-2:00 PM

SUNDAY

CLOSED

DATE DUE

Receipts are printed for all materials checked out at the circulation desk or self-checkout stations. Due dates are also available through the Monarch online catalog or Monarch2Go app. Be sure to carefully check due dates and keep receipts handy incase there are any questions. Circulation periods from other libraries in the Monarch System may vary than those listed in the Loan Periods.

FORGOTTEN CARDS

If a registered patron has forgotten their library card, then the library shall accept an alternative form of photo ID for checkout. For minors, such as high school students, a current school ID is acceptable. For minors who are elementary school age or middle school, library staff will ask for the minor's full name, home address, phone number and birthday, to verify the minors identifiation.

RENEWALS

An item may be renewed up to two times if there are no other holds on them. Renewals may be requested in person, by phone, app, or through our online catalog.

HOLDS ON MATERIALS

You may place holds on items when they are already checked out by asking for help circulation desk, reference desk, by phone, or at one of the online catalog computers in the library. You may also place a hold from home by visiting our website www.hartfordlibrary.org and clicking the Monarch catalog link. You will need your library card and pin number.

FINES

**Books, Music CDs, Playaways, Magazines,
Books on CDs.....\$10 Per Day
Blu-Rays, DVDs, Video Games....\$1.00 Per Day**

Fines are assessed the day after an item is due. Library users with fines exceeding \$10.00 may not check out materials. The Jack Russell Memorial Library will not allow patrons who owe library fines to use another person's library card to check out materials. These efforts to avoid payments of fines on their own cards are unacceptable and may result in the suspension of borrowing and computer privileges from the library.

RETURNING ITEMS

There are several ways items may be returned to the library. There is a materials return located inside the library, which is open during regular business hours. On the east side of the building is a drive thru materials return, conveniently open 24 hours a day, 7 days a week. Materials returned in drive thru before library opens to the public are considered returned the previous day. Items may be returned to any library in the Dodge, Ozaukee, Sheboygan, and Washington counties. Please note that items returned to public libraries outside of the above mentioned counties may be subject to late fees.

REFUNDS

No refunds will be issued.

TEACHER CARDS

The library offers teacher cards as a service to teachers, preschools, licensed childcare centers, homeschool families, and public and private schools servicing students in grades k-12. Teachers may use these cards when classroom projects call for materials beyond the school's media center scope. Please see the Youth Services Librarian for more information about how to obtain a card.

INCOMPLETE RETURNS

Patrons who accidentally return an item without a DVD, Blu-ray, or CD, Map in a travel guide, etc... Shall be notified via telephone that the material is missing. Patrons are asked to return missing piece(s) as soon as possible. Fines will not be charged while the library waits for the piece(s) to be returned. Reminder Calls will be made, however, after 30 days of waiting for the piece(s) to be returned, the library shall considered the item to be lost and bill the patron for the costs of the item plus a \$5.00 processing fee.

COMPUTER USE

Computers are available for internet and word processing. There are ten computers available upstairs in the Reference Department, four available downstairs in the Young Adult area and five available in the Children's Department. To login, type in your library card number and pin. Guest users will need to see a staff member for access. Wireless is also available throughout the building. A parent/legal guardian must sign an acceptable use policy at the library to allow children under 18 to use the internet.

**Black & White Printing.....\$0.10, Per Side
Color Copies.....\$0.50, Per Side**

COPY MACHINES

There are two public copy machines: one upstairs by the Reference Desk and the other downstairs across from the Young Adult area. Staff are also happy to make copies for patrons are the Circulation Desk.

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Color Copies.....\$0.50, Per Side**

FAXING

Faxing is available at the library. The cost for faxing, both incoming and outgoing, will be **\$1.50 for the first page** and **\$1.00 each page thereafter**. The library does not provide a cover sheet. Please see staff at the Circulation Desk for assistance with this service.