

Copies: A self service copier is available for public use. Black and white copies are .10 per impression. Color copies are .25 per impression. The coin-op will accept coins or bills.

Fax services: You may send or receive faxes at the library. The rate for an outgoing fax is a flat \$1 fee regardless of the number of pages. Incoming faxes are only the cost of the prints @ .10 per page. You do not need to be present to receive a fax at the library, but we do ask that you ask the sender to please put the fax to your attention so that we may file it appropriately. The fax line number is: (270) 692-9555.

Meeting rooms: We have a large multi-purpose room and 4 small meeting/study rooms available for use to non-profit and/or community organizations. All of our meeting spaces can be configured to accommodate a variety of different sized venues. Reservations are required. Because of the popularity of these facilities, it is recommended that you make your reservations well in advance. We have a food prep room that is available as well for a nominal fee.

Web site: You may check out many of the activities going on at your local library by checking out our web site. You may also browse our entire catalog of books, e-books and online periodicals from the comfort of your own home. Looking for a particular title? Click on the link to our on-line catalog to see if we have it and even if it is currently in! Visit our website at:

www.marioncopublic.org

email:

marioncountypubliclibrary@gmail.com
MARION COUNTY PUBLIC LIBRARY
201 EAST MAIN STREET
LEBANON, KY 40033

DIRECTOR: AMY MORGESON
ASST. DIRECTOR: SANDY NUNLEY
CHILDREN'S LIBRARIAN: MORGAN TRIGG
TWEENS: MARTY WABNITZ
TEENS: JADE APPELBY
OUTREACH/BKMB: AMANDA MORGESON
GENEALOGIST: JAMA WATTS

Your library staff: At the Marion County Public Library, we promise that we will make every effort to assist you in any way that we can. Having said that, please remember the following:

It is unlawful for members of the library staff to help patrons interpret legal, medical and/or tax materials they read or to advise them on how what they are reading/researching applies to their situation. That kind of service would constitute the unauthorized practice of law, medicine or accounting and could subject the staff member and the library to prosecution. For those reasons our staff must limit themselves to advising you which resource(s) might be helpful to you, where they are located and how to find information in them. Please do not think our staff is being uncooperative when they suggest that you interpret the materials yourself and make your own decisions on how the materials may apply to you.

The library strives to make it's environment welcoming and accessible to children. We encourage parents, guardians and children to visit us and take part in our facilities and programs. That in mind we also strive to make the library the safest place we possibly can for our young readers. Please understand that our staff simply isn't able to supervise unattended children. Children under the age of eleven (11) must be supervised by an adult, guardian or older sibling, who is at least eighteen years old themselves, at all times. This is done simply to guarantee their safety.

Our library has a diverse staff and a multitude of programs. We urge you to get involved. We hope that you'll ask questions. We encourage you to speak up with new ideas or a program that you would like to see.

We consider ourselves fortunate to live in a community that shows so much support for the local library, and we hope you'll take part in as few or as many activities as you care.

Pull one of our librarians aside, and ask them what's going on. You'll be amazed at how we "think outside of the box"! On behalf of the entire staff of the library, we'd like to welcome you as one of our many patrons, and hope to see you soon and often. Thank you for your support.

About the Internet:

The Internet is a global network, not overseen by any central authority, and contains a variety of materials and opinions from varied points of view. Not all information available through Internet sites is accurate, complete or current. While the library staff will provide guidance whenever possible, patrons should be careful to evaluate information obtained on the internet.

In signing the library's Internet policy (located on the back of the library card agreement form), patrons accept responsibility for the sites and information they access through the Internet and agree to abide by the rules set forth by the library. **These policies include access to any network on any personal electronic device while on the library property.**

Patrons accessing ANY network, including networks managed and maintained by the Marion County Public Library, on ANY device, whether on the library's public computers or any individual's personal electronic device should be aware of the following:

1. The Marion County Public Library is public space open to and frequented by minors.
2. The Marion County Public Library is governed by the laws as outlined in Kentucky Statutes: KRS 531.020 (Distribution of obscene matter.) and KRS 531.030 (Distribution of obscene matter to minors.). (copies of these complete statutes are available from the library staff)
3. Violations concerning inappropriate use of public computers and/or wireless access to any network of the Marion County Public Library shall be handled at the discretion of the Director and/or Board of Directors and may include but not be limited to: a.) verbal or written warning, b.) temporary loss of privileges, c.) permanent loss of privileges, and/or d.) barring of violators from access to the property.

MCPL is a member of Kentucky Libraries Unbound, offering e-books & downloadable audio books. Inquire at the service desk if you are interested or check out our website for more information.

Welcome! Marion County Public Library

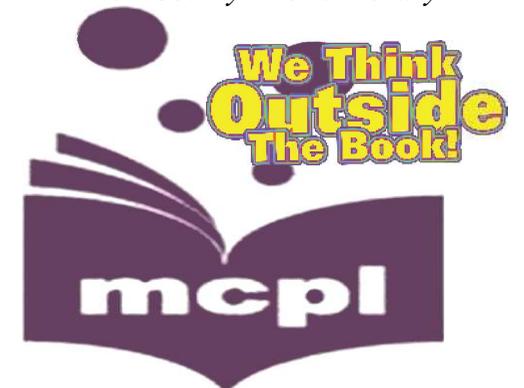
Please take time to review this guide concerning our services and policies.

Please don't hesitate to ask one of our friendly librarians if you have questions.

 Stay up to date with our digital newsletter! Make certain we have your email address!

Hours of operation:
Mon. & Wed: 9am - 6:00pm
Tues., Thurs: 9am - 7pm
Friday: 9am - 5pm
Saturday: 9am - 3pm
Closed on Sunday
(270) 692-4698
(270) 692-9555 FAX

www.marioncopublic.org
twitter.com/marioncopublic
follow us on Facebook by searching for:
Marion County Public Library



Patron status - In order to get a library card, you must:

- be at least 5 years old or in kindergarten
- have a picture ID for those over 18
- proof of residence if ID address is not current (example: utility bill in your name)

Children over 5 years but younger than 18 may obtain a library card without ID requirements but **MUST** be accompanied by a parent or guardian. Because of laws governing libraries, other relatives are not acceptable.

Parents and their children should have an agreement governing internet access and video viewership. At the time a parent signs a child up, they are given the opportunity to allow their children internet access and/or video rental access.

The parent that signs a child's card is ultimately responsible for any charges (damage, fines, lost items, etc.) incurred on any child's account who is under the age of 18

Parents should be aware that we cannot guarantee that your child will not, either accidentally or intentionally, view an internet site that you deem questionable or unacceptable. Likewise, if a parent grants permission for his/her child to check out videos, this gives the child access to **all** videos, regardless of content or rating. We strongly urge parents to have an open dialog with their children concerning appropriate internet behavior and/or suitable viewing material.

Library cards are renewed/updated every three (3) years. If during that time you have a change of address or phone number, we ask that you inform the library staff so that we may keep your records up to date.

We will ask all patrons to allow us to take a head shot photograph for our records. This allows us to control the possible fraudulent use of your library card by someone else. If you have a special circumstance in which you would allow someone else to utilize your card (example: a visiting family member), please notify our staff so that we may make a note on your record.

Your PIN # for online access:

Borrowing of library materials: Your initial check-out of items from our library will be limited to two (2) items. Once these have been returned and you have established that you will take care of the community's property and return it in a timely manner, you may borrow up to fifteen (15) items at any one time. Of these fifteen items, four may be video DVDs and four may be music CDs. Each *household* is limited to no more than four videos and/or four music CDs at any given time.

Books may be kept anywhere from one week to three weeks, depending upon the type of book. Reference materials and new/popular titles may be limited to one or two weeks, but the majority of our books can be checked out for three weeks. You may renew your titles at least once and may do so simply by calling the library or utilizing our online renewal system.

DVDs are borrowed for up to seven days at a time, with no renewals allowed. DVDs may not be re-checked out to the same patron for at least 24 hours to give other patrons an opportunity to check out the material. Music CDs are available as well with a 1 week checkout.

We have a large selection of magazines that may be borrowed for 3 weeks, except the latest edition of any magazine, it must stay in the library.

The Marion County Public Library is a **FREE** library. We never charge a patron to borrow our materials, however some reference materials, rare or expensive volumes, or popular manuals such as the driver's licensing manual may require a deposit to insure the safe return of the item.

Overdue items & fines: The Marion County Public Library does not charge fines for overdue items. However, patrons who have overdue items will be restricted from checking out further items until the time that overdue items are returned. If an item is lost, damaged, or not returned after a designated grace period, patrons will be held responsible for the fee associated with replacing the item.

If a patron (or the responsible party for a group) has overdue items or fees associated with damaged or lost items, access to the library's public computers will be restricted. Once items are returned or paid for, access to these services will be reinstated. Patrons can make payments on those replacement fees of at least \$1.00 and receive a guest pass for computer use. Patrons can only receive one guest pass per day.

As stated previously, most items in the library may be renewed at least once. Books that are on hold for another patron may not be renewed. If you are requesting a renewal and the renewal limit has already been reached, and no other patron is awaiting the item, you *may*, at the discretion of the library staff, be granted an additional renewal. This is offered as a courtesy only and should not be construed to be the policy of the library.

Items not on our shelves: We make every effort to stay abreast of the latest and most popular titles. If there is a publication that we do not have, please either request the item online or as the staff to do so. We will do our best to obtain the item. If we cannot purchase the item, we will try to borrow the item from a participating library within the state.

Public computers: Computers are available for use for one (1) hour per day. Computers are available for those patrons who have library cards. All patrons wishing to use the public computers are required to abide by the rules set forth in the library's internet usage policy. Those individuals who disregard these policies may be barred from using the public computers at the discretion of the library staff. Computer access is governed by 'PC Reservation' login system. You may print documents from the computer at a rate of .10 per page for black/white or .25 per page for color. All copies must be paid for. The library staff is not responsible for errors in sending the print command. Please ask in advance if you have questions. Wi-Fi access is available throughout the building so feel free to bring your laptop.

Visitors from outside Marion County: Our library welcomes visitors from all over the world.

For those passing through that would like to utilize our public computers, we will gladly issue a guest pass for access. Our staff will guide visitors through the process.

We will only issue permanent library cards for citizens of Marion County and will extend this privilege to citizens of those counties that physically adjoin Marion County (Washington, Mercer, Boyle, Casey, Taylor, LaRue and Nelson counties) **providing** those potential patrons are "patrons in good standing" at the public library of their county of residence and provide documentation of such. Please inquire with our librarians concerning the proper documentation.

Genealogy: We are proud that our library has a genealogy room with records of our county and beyond. We strive to continually grow this collection which includes census information, birth and death records, old newspapers (on microfilm) and local family histories. We have a dedicated staff member to assist you with your requests when possible. In addition, we have an account for *ancestry.com* (Library Edition) that is available to you at no charge.

Friends of the Library: Joining the Friends of the Library may be a way for you to support our local library. Yearly membership is only \$10 and activities help promote our library as well as provide a social environment for those interested. Activities include speakers and events, annual used book sales and other activities that foster patronage and support of our local library. Ask any of our librarians how you can become involved today!

Board of Trustees: Our library is governed by a Board of Trustees, made up of community leaders and concerned citizens. If you have a concern or item that you would like included on the agenda, please contact our Director for information on the next scheduled meeting of the Board. Meetings are open to the public and are held on the second Wednesday of each month at 4:15pm local time in the small meeting room of our facility.