

COMPUTER USE

OVERVIEW:

- Computers are available on a first-come, first-serve basis to any cardholder in good standing.
- There is a limit of one 60 minute session per day, per cardholder.
- Printing is available in black and white ONLY at a cost of \$.20 per page. Printed pages are collected at the Information Services Desk.
- A public copier is also available. Black and white copies are \$.20 per page, color is \$.50.
- All branches have fax machines. The Central branch also has microfilm readers.
- Patrons must have their physical card with them to use the computer as staff cannot disclose barcodes.

WI-FI:

- Wireless internet is available at the Central, North and Plains branches.
- Username and passwords are available at the Information Services desk.
- Wireless Internet is filtered.

INTERNET FILTERING & USER RESPONSIBILITY:

To comply with federal laws (CIPA), the LCLS filters all computers. The LCLS cannot and does not guarantee that the filtering software will block all objectionable materials. The library also cannot guarantee that the filtering software will not restrict access to sites that may have legitimate research or other value.

Any adult (17 years or older, as defined by CIPA) may request that the filter or technology protection measure be disabled by an authorized Osterhout Free Library staff member without significant delay for the purpose of unfiltered Internet access for bona fide research or other lawful purpose.

(contd.)

The Library prohibits any use of library computers for illegal activities, or to access material that is obscene, contains or makes reference to explicit sexual materials defined by Pennsylvania law (18 Pa. C.S. 5903), contains child pornography, or is harmful to minors. Users should not access sites that are inappropriate for viewing in public and are responsible for complying with copyright law, licensing agreements, and for paying fee-based service charges.

PARKING

Street parking is available at all locations (some are metered). Boscov's Department Store offers one free hour for Central Library users in their garage, located on South Franklin Street. Parking tickets must be stamped at the library. There is a lot at the end of Oliver Street for the North Branch.

LOCATIONS

Central Library

71 S Franklin St
Wilkes-Barre
570-823-0156

North Branch

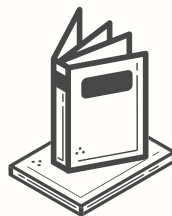
28 Oliver St
Wilkes-Barre
570-822-4660

Plains Branch

126 N Main St
Plains
570-824-1862

South Branch

100 Parrish St
Wilkes-Barre
570-823-5544



CONTACT US

570-823-0156
reference@luzernelibraries.org
www.osterhout.info



PATRON GUIDE

WWW.OSTERHOUT.INFO



LIBRARY CARDS

HOW TO GET ONE:

- Luzerne County residents over the age of 18 can present valid state-issued photo ID and proof of address to receive a free library card.
- A parent or guardian must accompany and sign for minors under the age of 17. The person signing for the card is financially responsible for activities on the minor's card.

WHERE TO USE YOUR CARD:

- A Luzerne County Library System Card (LCLS) can be used at:
 - The Osterhout Free Library and branches
 - Back Mountain (Dallas), Hazleton Area and branches, Hoyt (Kingston), Kirby (Mountain Top), Mill (Nanticoke), Pittston, Plymouth, West Pittston and Wyoming.

THE FINE PRINT:

- Only the person who registered for the card may use it.
- Cardholders are responsible for late fees as well as lost, damaged or missing items borrowed with their card.
- Cardholders agree to abide by LCLS policies.
- Please report any changes in name, phone number, address or email to the Circulation Desk.
- A lost card should be reported immediately. There is a \$3.00 fee for a new card.
- Cards expire every 3 years.

RETURNING MATERIAL

Library patrons may return items when the library is closed by placing them in one of the library's book drops. There is a drive-up book drop in front of the Central Library on South Franklin Street and walk-up book drops at the Central library, North, Plains, and South branches. Material borrowed from the Osterhout Free Library or any of its branches may be returned to any LCLS library.

BORROWING MATERIAL

LOAN PERIODS:

- Due dates will be printed on receipts when checking out items. The loan and renewal periods are:
 - **Adult, YA, & Children's books:** 3 weeks and 2 renewals
 - **New adult books:** 2 weeks and 2 renewals
 - **Audiobooks and music CDs:** 2 weeks and 2 renewals
 - **DVDs:** 1 week and 1 renewal
 - **Library of Things:** 1 week with 2 renewals except adult puzzles which are loaned for 3 weeks with 2 renewals

RENEWING MATERIAL:

- Material that is not overdue or on hold for another patron can be renewed in-person, by telephone or via a patron's online account.
- Material that has eligible renewals and is not on hold for another patron will automatically renew.
- Overdue materials can only be renewed over the phone or in-person.

LATE FEES & LOST ITEMS:

- Items are loaned free of charge. As a courtesy, patrons will receive TWO overdue notices via USPS.
- Late fees are charged for items returned after the due date as follows:
 - **Adult & YA books, audiobooks, and music CDs:** \$.25 per day
 - **Interlibrary loan items:** \$.50 per day
 - **DVDs & Library of Things items:** \$1.00 per day
 - **Juvenile material:** Fine free
- Patron accounts with a balance of \$5.00 or more will result in borrowing privileges being suspended.

Missing, lost or damaged items (beyond regular wear and tear) will result in the patron being billed for the item, as well as a \$10.00 processing fee.

HOLDS & ILL

HOLDS:

Holds may be placed on any LCLS material available or currently checked out, by a Librarian or online by library patrons. Library users may choose any LCLS library to pick up material. When a person chooses to pick up material at the Osterhout Free Library, that person will be notified by phone once the items become available. The items may then be picked up at the Circulation Desk within three days.

INTERLIBRARY LOAN (ILL):

When an LCLS library does not have an item, Librarians can request the item from another library. This material is sent from throughout the country to the Osterhout Free Library for use. Interlibrary loan requests are limited to five requests per patron per week. Borrowed material must be returned to the Osterhout Free Library on or before the due date. Requests to renew an interlibrary loan item must be made at least seven days before the due date.

ILL FEES AND OVERDUES:

If a patron loses or does not return ILL items, they will be billed for the replacement of the materials plus any processing fees charged by the lending library. Failure to return items will result in suspension of borrowing privileges until the items are paid for or returned.