



## New Patron Guide

Welcome to the Highland City Library. We hope your use of the library is a pleasant one. Please contact us if you have any problems, comments or concerns.

A few things you may want to know about the Library:

### HOURS

The library is open

- Monday – Thursday 10:00 am to 9:00 pm
- Friday & Saturday 10:00 am to 6:00 pm
- Closed Sunday

### CHECKOUT PERIODS & FINES

- Books & Magazines – 3 weeks (overdue 10¢ per day)
- Audio Books – 3 weeks (overdue **\$1.00** per day)
- Videos – 1 week (overdue **\$1.00** per day)

Materials are overdue if not returned by the close of business the day they are due.

Library materials may be returned after hours in the book drop (north side of the building, open 24 hours). Please return Interlibrary loan materials inside the library. **Items returned in the bookdrop after the library is closed are considered overdue and will be assessed overdue fees.**

### ONLINE SERVICES

You may check your account online at <http://highland.polaris.library.com>. Enter the last 5 digits of your library card (with no spaces between the numbers) as your username. The default **password for your account is 1234**. Should you forget your PIN, please contact the library.

You can renew material, check to see what materials are out, place holds (requests) and contact the library while logged into your account. Please remember that **materials are due before the library closes and if you renew materials after the library is closed, the item is considered overdue.**

As a courtesy, **the library sends reminder emails shortly before the due date** but it is the responsibility of the patron to be informed and return their materials on time or to inform the library of changes in contact information. Notices may also be delivered via text messaging. Both email and text messages are sent very early in the morning so that as you begin your day you will be reminded about your materials.

### LIBRARY CARD REQUIRED

**Your library card is required for you to check out library materials.** Either the keychain or the wallet-sized cards may be used.

If you place an item on hold under your name, **it must be checked out with your card.** (Family members, friends or neighbors may not use their card to check out items on hold under your name.)

Your library card is good for 5 years and must then be renewed. We will ask for address verification after 2 years. Inactive cards, those not used for 2 years or more, will be deleted from our system.

#### LIMITS

Each account may have **30 items** checked out at any one time.

#### OTHER SERVICES

Photocopies and printing available at 10¢ per page.

Computers with internet access are available in the library, used on a first-come, first-served basis. Time limits may be imposed if there is a high demand for the computers.

Wireless Internet access is also available in the library.

#### YOUTH SERVICES

Storytimes are held Tuesdays, Wednesdays and Thursdays at 10:30 a.m. and 1:00 p.m. during the school year. Registration is required for some sessions, check with library staff for information. Each interactive storytime will cover the same theme each week. Storytime is for children in preschool or younger.

#### COLLECTION

Our collection includes a number of areas and formats, including:

- Nonfiction (fact books)
- Fiction
- LDS Materials
- Non-English materials
- Holiday materials
- Books on CD and Playaway
- DVDs and Blu-Rays
- Magazines and Newspapers
- Board Books
- Picture Books
- Children's Fiction

#### PIONEER

Pioneer, Utah's online library, is a collection of databases available to all library users. Databases include magazine and journal articles, homework help, health, genealogy and business resources, car repair manuals, poetry, short story and essay index, and resources for preschool children. Highland City Library access code is U2P84030.

#### DONATING

The Library welcomes donations of gently used, new books. Donors wishing to receive receipts may ask the library staff at the time of the donation. Please do not place donations in the drop box but bring them into the library.

#### VOLUNTEER OPPORTUNITIES

Volunteers are an important part of any public library. To offer your services contact us at [highlandlibrary@highlandcity.org](mailto:highlandlibrary@highlandcity.org). When we have opportunities arise, we will contact you.

#### Library Staff

**Kent Slade, Director** [kslade@highlandcity.org](mailto:kslade@highlandcity.org)

**Michelle DeKorver, Assistant Librarian, children's services**

**Kellie Johnson, library assistant**

**Deborah Olsen, library assistant**

**Annukka Garner, library assistant**

**Elizabeth Meyers, library assistant**

**Sandra Carroll, library assistant**

**Dane Grundvig, library page**

**HIGHLAND CITY LIBRARY**

**5400 West Civic Center Dr, Suite 2**

**Highland UT 84003**

**801-772-4528**

**[highlandlibrary@highlandcity.org](mailto:highlandlibrary@highlandcity.org)**