

GET A LIBRARY CARD

FREE LIBRARY SERVICES

WHAT DO I NEED TO DO?

Your library card will work at all five PCLS library locations. To apply, simply **visit any branch**. Remember to bring your **photo ID**. To qualify for a free card, **you must live in Putnam County or one of the counties with which we have an agreement**. The signature of a legal guardian is required on a child's application (you are responsible for all charges associated with the use of their card).

If your photo ID does not have your correct mailing address on it, we will need another piece of identification. These include: a voter's registration card, vehicle registration, the address section of a utility bill (last three months), or an imprinted check. Visitors who are here for a limited time may get a card by paying our **non-resident fee**.

BORROW MATERIALS & USE OUR FREE RESOURCES

Your library card grants you access to free premium online databases that offer live online tutoring and homework help as well as assistance with job searches; business start ups; foreign language learning; test preparation for GED, GRE, ACT; and so much more!

We also have DVDs, playaways, and reference materials as well as books in multiple formats including print (and large print), ebooks, and audiobooks.

FREE PROGRAMS

For children, teens, & adults.

FREE INTERNET

On our computer workstations, e-government laptops, or WiFi network.

LOANS & LIMITS

HOW MANY ITEMS CAN I CHECK OUT AT A TIME?

New Borrowers

2 item check-out limit

All other Borrowers

25 total check-out limit per card

Fiction (Adult, YA, or Children's)

No special limits on authors/series

Non-Fiction (including Florida Non-Fiction)

2 items on the same subject

CDs/DVDs/Playaways:

5 item max

Magazines/Comics:

2 of the same series, 6 total

BORROWING & RETURNING

CAN I RENEW ITEMS?

1 renewal is available on 3 week check-out items unless there is a hold on the item.

2 week checkouts are non-renewable.

CAN I PLACE A HOLD?

Yes! To place a hold, stop by the circulation desk or visit our website (online catalog).

WHAT IF YOU DON'T HAVE THE BOOK I WANT?

Chances are we can get it from another library. Different rules and regulations apply to these types of transactions. Staff can explain them to you.

FAQ

FREQUENTLY ASKED QUESTIONS

All items must be checked out from the circulation desk. Materials borrowed from one PCLS library may be returned at any other branch. Bookdrops are always open. **Most items can be checked out for 3 weeks.** Best Sellers, Sunshine State Readers, and others on specialized reading lists are limited to a **2 week check-out period.**

PUTNAM COUNTY LIBRARY SYSTEM FEES & CHARGES

TERMS: Expect to pay fees for copies, prints, and materials not returned on time or for items that are lost or damaged.

OVERDUE FINES

Best Sellers, Items on Hold, Interlibrary Loans, Sunshine State Readers, and other specialized reading lists:

\$.50 cents a day

All other items:

\$.10 cents per day

REPLACEMENT FEES FOR LOST OR DAMAGED ITEMS

In-Print Items including Audio-Visual:

Cost + Processing Fee

Out-of-Print Items including A/V:

\$30 + Processing - Adult & YA

\$25 + Processing - Children's

\$6 - Processing Fee

Hang-up Bag:

\$3 (cost of contents additional)

Uncataloged Paperbacks:

Can be **replaced at cost** or by purchasing a **NEW** paperback (published in the last 3 years) that is of equal or greater value

Magazines/Comics:

Cover Price

DVD/CD album cover:

\$4 (cost of contents additional)

Replacement Borrower Card:

\$3 Fee

MISCELLANEOUS FEES

Non-resident borrower's card:

\$30 - annually

Copies and Prints:

Black & White or Color:

\$.10 cents a side. You are responsible for everything you print (mistakes and all). Please ask a staff member for assistance before printing if needed.

WE ARE GLAD YOU'RE HERE!

The Putnam County Library System is a public, tax-supported institution that provides the community with library services. We welcome all members of the community as long as they do not disrupt or interfere with another individual's ability to use the library. For more information, see the **Library Policy & Code of Patron Conduct**.

Please keep this complimentary brochure to use as a convenient resource for how to obtain information that can help you enjoy your visit to the library and use of library materials and services.

THANK YOU!

MAKERSPACE @ YOUR LIBRARY

CHECK OUT OUR TECH!

Our mobile makerspace visits each of our five branches every month for what we like to call a **Technology Petting Zoo**. There are no rabbits, just tablets and other cool tech gadgets! Get hands-on with the library's **3D printers, LEGO robots, electronics kits, audio & video equipment, and more!**

MAKE SOMETHING @ YOUR LIBRARY!

A makerspace is a place for making things! You can record oral histories or make a short film. Show off your creative side with painting, photography or app building. Build robots, radios or even your own game! Write novels or learn how to sew. Library Maker and STEM events are free to attend and open to students of all ages!

LOCATIONS & HOURS

PUTNAM COUNTY HEADQUARTERS PALATKA LIBRARY
386.329.0126
601 College Road
Palatka, FL 32177

MON 9A-6P
TUES 9A-9P
WED 9A-6P
THUR 9A-9P
FRI 9A-5P
SAT 9A-1P

BOSTWICK BRANCH LIBRARY
386.326.2750
125 Tillman St.
Palatka, FL 32177

TUES 11A-6P
WED 12P-6P
THUR 11:30A-6P
FRI 11A-6P
SAT 9A-12:30P

CRESCENT CITY BRANCH LIBRARY
386.698.2600
610 N. Summit St.
Crescent City, FL 32112

TUES 9:30A-6P
WED 9:30A-6P
THUR 9:30A-6P
FRI 9:30A-6P
SAT 9A-12:30P

INTERLACHEN BRANCH LIBRARY
386.684.1600
133 N. C.R. 315
Interlachen, FL 32148

TUES 9:30A-6P
WED 9:30A-6P
THUR 9:30A-6P
FRI 9:30A-6P
SAT 9A-12:30P

MELROSE BRANCH LIBRARY
352.475.1237
312 Wynnwood Ave.
Melrose, FL 32666

TUES 9:30A-6P
WED 9:30A-6P
THUR 9:30A-6P
FRI 9:30A-6P
SAT 9A-12:30P

E-BRANCH

visit **FUN in PUTNAM**.com



PUTNAM COUNTY LIBRARY SYSTEM



VISIT US ONLINE AT **FUNINPUTNAM.COM**

INFORMATION FOR NEW LIBRARY PATRONS