



# WPCL

## Welcome to your library!

Western Pocono Community Library welcomes you as a patron! Your WPCL card entitles you to checkout 15 items at a time. Except where noted, all items have a 3 week lending period. WPCL is a fine free library. Items not returned within 30 days of their due date will be marked lost and a replacement fee will be added to the patron's account. Please see the WPCL Circulation Policy for additional information. We encourage you to explore all of the library resources and services we have to offer.

### General Library Information

- 131 Pilgrim Way, Brodheads ville PA 18322
- 570-992-7934
- info@wpclib.org
- westernpoconocommunitylibrary.org

### Library Hours

- |                      |                                |
|----------------------|--------------------------------|
| Monday: 9am - 8pm    | <u>Walking Track Hours:</u>    |
| Tuesday: 9am - 5pm   | Opens: 9am M   F   S           |
| Wednesday: 9am - 8pm | Noon W   TH                    |
| Thursday: 9am - 8pm  |                                |
| Friday: 9am-5pm      | Track & Children's Toy areas   |
| Saturday: 9am - 4pm  | close 1/2 an hour prior to     |
| Sunday: closed       | building closing.              |
|                      | Track hours subject to change. |

### Copy & Fax Services

- |                     |                                      |
|---------------------|--------------------------------------|
| <u>Photocopies:</u> | <u>Fax (send/receive):</u>           |
| \$0.25/page B&W     | \$2.00 for first page (\$3.00 int'l) |
| \$1.00/page color   | \$1.00 for each additional page      |

### WPCL is happy to provide the following services & resources to our patrons:

- Free Wi-Fi access
- Computers for in-library use
- Wi-Fi hotspots available for check out
- WPCL resource shares with all Monroe County libraries
- InterLibrary Loan (ILL)
- Literacy & ESL Tutoring Programs
- Reference assistance
- Community Room rental
- Programs and events
- Phoebe's Gallery - 35 shadowboxes by local artist Phoebe Conrad
- Summer Reading Program
- Walking track on lower level
- Memory Activity Kits - dementia memory enrichment
- WPCL maintains a community self-care cart
- One Thousand Books Before Kindergarten backpacks
- First Experience Kits available for checkout
- Museum passes available for checkout
- Adult large print books
- Audio books on CD & Playaway
- Launchpads
- Family Place workshops
- Charlie Cart cooking programs
- Puzzle Exchange - no checkout required!
- Access to the PA POWER Library - free databases, job training, photo records, and more
- PA POWER Library Chat With a Librarian
- Access to the Hoopla & Libby apps
- Brainfuse HelpNow - Online classes, tutoring, test prep and live homework help
- Creativebug - Thousands of craft ideas and tutorials
- WPCL Outreach Services: Story Time and book exchange for daycares/preschools, adult outreach to local personal care homes, community StoryWalk® locations

and much more!

### HOW TO ACCESS YOUR WPCL ONLINE ACCOUNT

- 1 Access WPCL's online catalog by using the catalog link on our website, scanning the QR code below, or by using the following URL:  
<https://wpcl.chilipac.com/r1s/eg/opac/home>
- 2 Click on "My Account" found in the upper right of the screen.
- 3 Enter your full 14 digit WPCL card number as your username.
- 4 Enter the last four digits of your card number as your PIN/password.

Once logged in you will be able to search our catalog, place holds, and renew your items!



Please call 570-992-7934 if you need assistance.



Western Pocono Community Library is proud to be a Family Place & PA Forward Library



# Western Pocono Community Library (WPCL) Policies

## REGISTRATION

If you live in the Pleasant Valley School District, registration for a library card at WPCL is free! Please visit our Circulation Desk and fill out an application. Proof of residency is required to obtain a library card. A valid ID such as a driver's license, an auto registration, or a utility bill with the residence address can all be used as proof of residency.

If you live outside the above-mentioned area, but have a local library card, you may also register free through the AccessPA program. Please present your local library card that includes the blue AccessPA sticker on it during registration. If your home library does not participate with AccessPA, you may register by paying a \$47.00 annual fee for your family membership.

WPCL cards expire 3 years from issue date and are easily renewed by visiting the library, or by calling 570-992-7934. Library card replacement fee is five dollars (\$5.00).

## CIRCULATION

WPCL allows 15 items, including media, to be borrowed at a time with a 21 day lending period. Museum Passes have a lending period of 14 days. Homeschooling families and Pleasant Valley teachers may borrow 20 items at a time. Patrons must present their own WPCL Card at time of checkout; no exceptions. Juvenile cards are issued to children age 0-17. Juvenile cards require a parent/guardian signature. Reference materials, periodicals, and newspapers do not circulate.

## FAIRNESS

WPCL reserves the right to limit any patron to 2 items in any subject area that is in high demand.

## RENEWAL

Items on hold for another patron, DVDs, Launch Pads, Museum Passes, Mobile Hot Spots, and InterLibrary Loan materials are not renewable. All other library items may be renewed twice except New Books (one renewal). Renewals may be done in person, online by logging into your WPCL account, or by phone during library hours.

## RETURN

WPCL is a fine free library. Patrons are expected to return items in good condition and on time; by close of business on the item's due date. For convenience, WPCL has an outside book drop available 24-hours a day. Items not returned within 30 days of their due date will be marked lost and a replacement charge added to the patron's account. Patrons are responsible for replacement charges for lost items. Replacement charges are based on the cost of the item plus a processing charge. Items returned damaged, dirty, or in need of repairs will result in a processing charge or replacement charge based on condition. All monetary obligations must be paid by cash, money order, Visa, or MasterCard; no checks. The library does not allow for refunds of any kind. Accounts owing more than \$5 will be unable to check out items until charges are paid.

## CONFIDENTIALITY

In compliance with Pennsylvania's Act 90, the Library Records Confidentiality Act, staff will not reveal the names of patrons or the nature of materials used by them to anyone, except by court order in a criminal proceeding.

## RESOURCE SHARING AND INTERLIBRARY LOAN (ILL) SERVICE

WPCL resource shares with all Monroe County libraries, Easton Area Public Library, and Bangor Public Library. Items requested are available for pick up at WPCL. Patrons picking up items at WPCL, but using an Eastern Monroe Public Library, Clymer Public Library, Barrett Friendly Library, or Pocono Mountain Public Library are subject to WPCL's lending rules.

Circulating materials not available through resource sharing may be requested through InterLibrary Loan from a participating Pennsylvania library. Requests can be made at the Circulation Desk. Fulfillment of items takes approximately 2 weeks, but requested items can take up to 6 weeks. Items may not be available. There are no renewals on InterLibrary Loan materials.

## COLLECTION DEVELOPMENT

Library materials are chosen for values of interest and enlightenment of all people in our diverse community and in accordance of the American Library Association's Library Bill of Rights. Materials will not be excluded because of the gender, race, nationality, sexual orientation, political affiliation, and/or religious views of the author. A complete copy of this policy is available at the Circulation Desk.

## COMPUTER USAGE

Patrons must register at the Reference Desk to use a library computer. Patrons residing in WPCL's service area must present a WPCL card. Those residing outside of the service area must present a driver's license or other photo ID. Computer use is limited to 1 hour. In compliance of the Children's Internet Protection Act (CIPA), Pub. L. 106-544, and 47 USC 254 (h) & (l), WPCL's internet is filtered. Patrons are responsible for all printing done by them (\$0.10/pg B&W; \$1.00/pg color). Downloading to the library's computers is prohibited. Patrons may download to a removable storage device. A complete copy of this policy and WPCL's Wireless Policy is available at the Reference Desk.

## CODE OF BEHAVIOR

All patrons of WPCL are to find the facility peaceful, comfortable, pleasant, and a safe place in which to read, study, browse, or work in privacy. Persons exhibiting behavior that is not respectful to the library building, staff, or other patrons will be asked to leave. Children under the age of 13 must be accompanied by an adult. Caregivers are to remain with their children at all times. Patrons must wear shirts and shoes. Patrons with offensive odor to others (either hygiene or cosmetic related) may be asked to leave. Food and drinks not in covered containers may be enjoyed in the café area. A complete copy of this policy is available at the Circulation Desk.