

TO HELP YOU KEEP TRACK OF THE  
ITEMS YOU HAVE CHECKED OUT:

A **courtesy** notice will be **emailed**  
to you:

- ◆ 3 days prior to the due date  
and
- ◆ the day the item is due

**It is your responsibility to know  
when your items are due.**

Technology is great, but it is not  
always reliable.

### OVERDUE ITEMS

Overdue fines: \$. 25 per day per item.  
(Hotspots are \$5/day)

\*\*\* When fines reach \$10.00,  
all checkout and computer privileges  
are suspended until paid.

- ◆ An overdue notice will be sent  
when an item is 14, 28 and/or  
45 days overdue.
- ◆ At 45 days, the item is considered  
LOST and your account will be  
charged the price of the item,  
a \$10.00 processing fee and the  
overdue fines of \$10.00.
- ◆ With each notice your account will  
be billed \$ .50

### ADDITIONAL SERVICES & FEES

Black & White copies	\$ .15 single \$ .25 double
Color copies	\$ .25 single
8.5x14 & 11x17 copies (Black & White)	\$ .25 single \$ .50 double
FAX/Scanning	\$1.00 per page Up to \$2.00
Laminating	Cost varies by size

### OTHER LIBRARY SERVICES

Reference Services \* Inter Library Loans \*  
Story Times for Children \* After School  
Activities \* Summer Reading Programs \*  
Topical Programs \* Meeting Rooms

### HOURS:

MONDAY-THURSDAY  
10 AM - 7 PM

CLOSED FRIDAY

SATURDAY 9 AM - 1 PM

### LIBRARY STAFF

Director: Sarah Dempsey  
Administrative Assistant: Joyce Strong  
Adult Services/Programs Librarian:  
Kim Lanning  
Children/Teen Librarian: Anna VonEwegen  
Circulation Librarian: Cindy Jennings  
Media Coordinator: Erin Weldon  
Pages: Kylee Fitzpatrick & Coral Olds

# Welcome!



340 S. BROADWAY  
BUTLER, IN 46721

PHONE: 260-868-2351

FAX: 260-868-5491

[WWW.BUTLERPUBLICLIBRARY.NET](http://WWW.BUTLERPUBLICLIBRARY.NET)



We are a member of the  
Evergreen Indiana Consortium,  
which allows our patrons access to  
books and magazines from more than  
110 libraries in Indiana.

The Consortium continues to grow!

## YOUR LIBRARY CARD



Use it to  
**CHECK OUT** items

- ◆ Books, Audiobooks, Music CDs and Magazines for 3 weeks.
- ◆ New Bestseller Books for 1 week.
  - ◆ Up to 4 movies for 1 week
  - ◆ 1 Video Game for 1 week
  - ◆ Mobil Hotspot for 1 week (Adults ONLY)
- ◆ Up to 5 Downloadable eBooks or Audiobooks on your home computer or wireless device.

Most items can be renewed once, unless there is a hold on them.

Books can be renewed twice, while Bestsellers & Hotspots have NO renewals

Lost your card? \$2.00 replacement fee



Use it to  
**LOG-IN** on the  
Computers

- ◆ 3 teen computers
- ◆ 10 public computers
- ◆ 3 more public computers for patrons over 21
- ◆ Wireless access available



Use it to  
**ACCESS** your  
Account

- ◆ **View** items you have checked out and their due dates
- ◆ **Renew** items
- ◆ Place **holds** on items and/or view hold status
- ◆ **Review** Account Preferences for accurate contact information.

You will need a password (initial password must be obtained from the library) and internet access.

### What does it mean to be part of the EVERGREEN System?

- ◆ Have books, audiobooks, magazines and/or a designated collection of movies shipped to the Butler Public Library for pick-up (Except items added to another library's collection within the last 6 months).
- ◆ Use your library card at some local Public Libraries: Waterloo, Angola, Auburn, Garrett and Kendallville
- ◆ Visit any of the 110+ Evergreen libraries and check out items that cannot be transited to the Butler Public Library through the hold system while you are there.
- ◆ Return all items here and we will ship them back for you.

### HOUSEHOLD CONNECTIONS

When one household member has fines over \$10.00, privileges to other household members will be restricted.

### INDIANA SHARE

If no library in Evergreen has the book you want, ask a librarian to put in an Interlibrary Loan (ILL) request to check if any non-Evergreen library in the state of Indiana will loan that specific book.