

# Borrower's Guide



## **Hurt/Battelle Memorial Library**

[www.hbmlibrary.org](http://www.hbmlibrary.org)

*"It is the mission of the Hurt/Battelle Memorial Library of West Jefferson to meet the informational, recreational, educational and cultural needs of the community by providing access to the best materials, information and services possible."*

**270 Lilly Chapel Rd  
West Jefferson OH 43162**

**Phone: 614-879-8448**

**Fax: 614-879-8668**

### **Library Hours**

**Monday through Friday 9:00-8:00**

**Saturday 10-2**

**Sunday Closed**

## **Welcome to the Hurt/Battelle Memorial Library!**

There is no charge to borrow materials from the library provided they are returned on time and in good condition. Your library card also enables you to use our computers.

### **How do I get a library card?**

You must show photo identification and proof of current address. A photo id can be a driver's license, state, school, work or military id, passport or credit card with photo. Acceptable address verification can be a driver's license, printed personal check, utility bill, or current year vehicle registration. There is a probationary period of 30 days which limits the borrower to 3 items checked out at any given time, 1 of which can be a DVD.

### **Loan Policy**

<b>Material</b>	<b>Loan period</b>	<b>Overdue fines</b>
DVDs	8 days	\$1.00/day
Nonfiction DVDs	14 days	\$1.00/day
Magazines	14 days	\$.10/day
New Books	14 days	\$.10/day
All other Books	28 days	\$.10/day
All Videos	28 days	\$.10/day

A maximum of 50 items may be checked out at any given time, 5 of which can be DVDs.

### **Library Materials Available**

Board Books-for babies and preschoolers  
Easy Books -for preschool and children up through grade 3  
Juvenile Books-for children grades 4 through 6  
Teen Books-for teens grades 7 through 12  
Large Print Books  
Adult Books  
Reference Books  
Audio Books  
Magazines and Local Newspapers  
DVDs-for children and adults  
Videotapes-for children

### **Computers**

Computers with Internet access are located in the Battelle  
Technology Center.  
OpenOffice products are available for word processing,  
spreadsheets, and slide shows.  
Scanning is available at no charge from our copy machine.  
Computers with Internet access are also available in the  
Children and the Teen Area.

### **Copier/Printing**

Printing from our computers is done at the copy machine.  
Black and White \$.10 per 8 ½ x 11 page  
Color \$.25 per page per 8 ½ x 11 page  
Prices are doubled for 2 sided or 11x17 page

### **Faxing**

Faxing is available at the Information desk for \$1.00 per page to  
send or receive.  
The cover sheet is free

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