

# Library Services



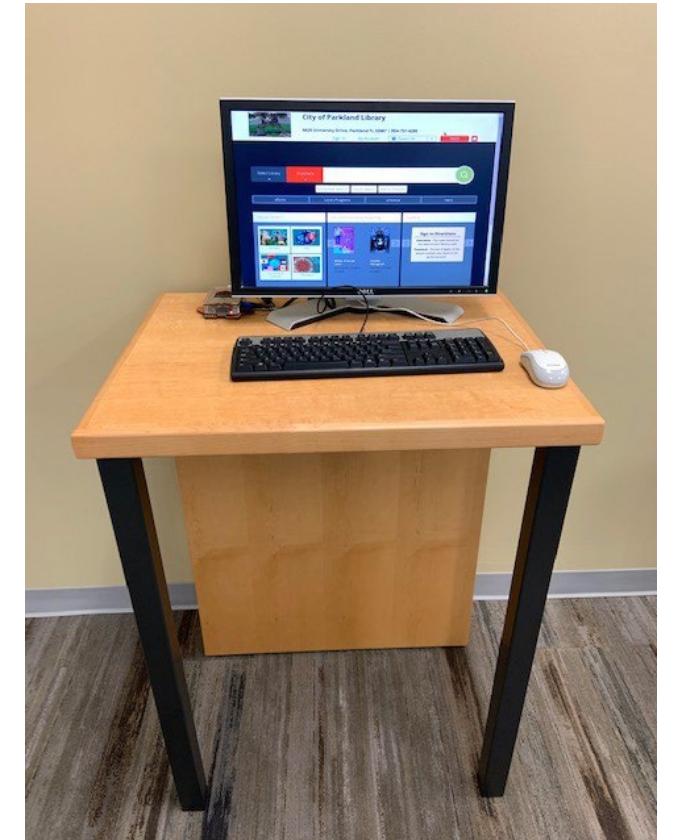
**Parkland Library**  
6620 University Dr.  
Parkland, FL 33067  
954-757-4200  
[www.cityofparkland.org/library](http://www.cityofparkland.org/library)



# Library Services

At the library I can...

- Get a library card
- Check out books and DVDs
- Use the library's computers
- Use free WiFi with my own device
- Make photocopies
- Find a quiet place to think or study alone
- Read the newspapers or magazines



# Library Services

At the library I can...

- Use the Tutor Space to study with a partner
- Sit in the Teen Spot if I am a teen
- Attend a program
- Meet a friend
- Sit outside on the patio
- View the art exhibit



# Library Services

## Library Card

I can get a library card by:

1. Going to the circulation desk and asking for a library card application.
2. Providing a photo ID with a proof of Parkland address. (For example: driver's license or state-issued ID).
3. After I fill out the application, I will receive a library card to either keep in my wallet or hang on my keychain.



**Parkland Library Card Application**  
I apply for the right to use the Parkland Library.  
I agree to comply with all its rules and to give immediate notice of address or phone change.

**Signature** ► \_\_\_\_\_

**Name:** Last \_\_\_\_\_ First \_\_\_\_\_

**Address** \_\_\_\_\_

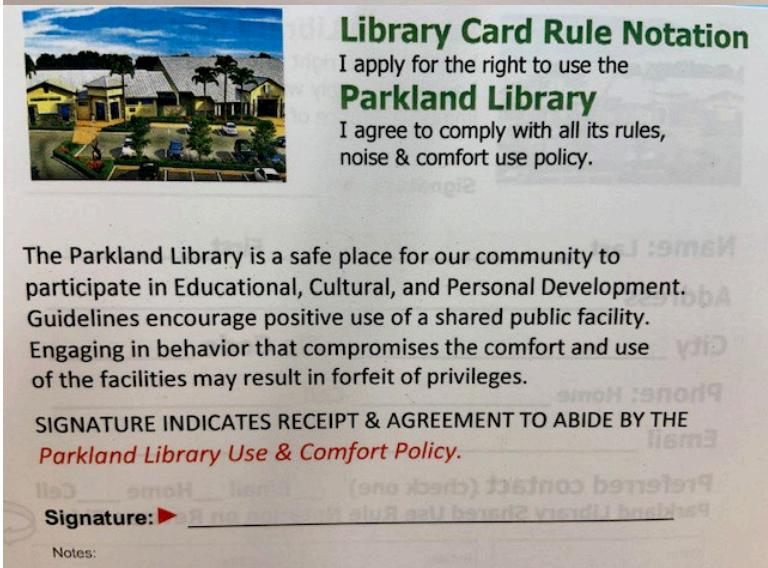
**City** \_\_\_\_\_ **Zip Code** \_\_\_\_\_

**Phone:** Home \_\_\_\_\_ Cell \_\_\_\_\_

**Email** \_\_\_\_\_

**Preferred contact (check one)**  Email  Home  Cell  
Parkland Library Shared Use Rule Notation on Reverse Side

Date: \_\_\_\_\_ Initials: \_\_\_\_\_ Card Nbr: \_\_\_\_\_

**Library Card Rule Notation**  
I apply for the right to use the **Parkland Library**  
I agree to comply with all its rules, noise & comfort use policy.

The Parkland Library is a safe place for our community to participate in Educational, Cultural, and Personal Development. Guidelines encourage positive use of a shared public facility. Engaging in behavior that compromises the comfort and use of the facilities may result in forfeiture of privileges.

SIGNATURE INDICATES RECEIPT & AGREEMENT TO ABIDE BY THE *Parkland Library Use & Comfort Policy*.

**Signature:** ► \_\_\_\_\_

Notes:

# Library Services

## Library Card

With my library card I can check out books and DVDs in person, check out eBooks on Hoopla or Cloud Library, reserve books on my account, and register for library events.

There will be an account number on the back of my library card that I will use as the log-in name/barcode for my account. (An example of an account number is A12345.) My password will be the last four digits of the phone number I put on the application.

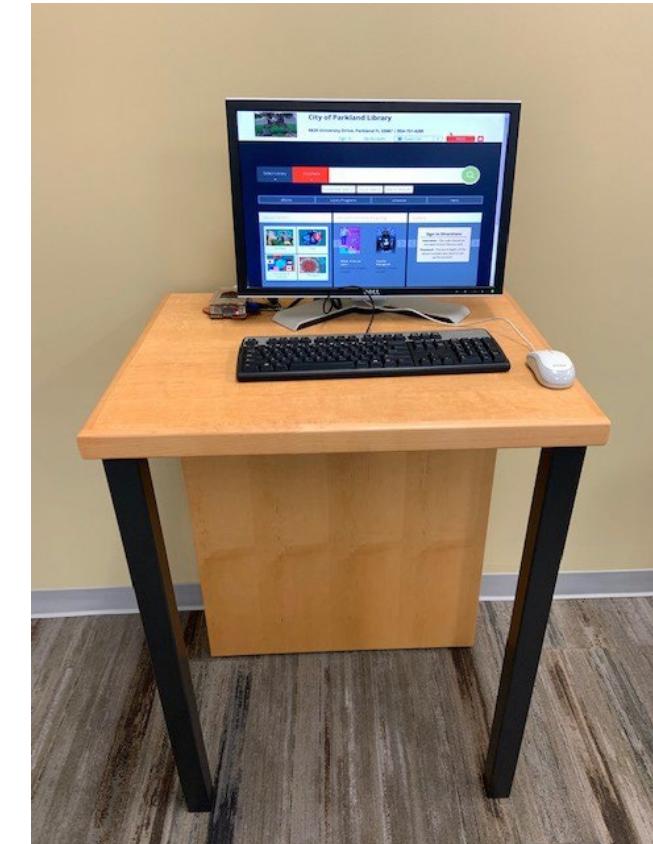
If I need help, I can ask a Librarian at the circulation desk.



# Library Services

## Finding a Book

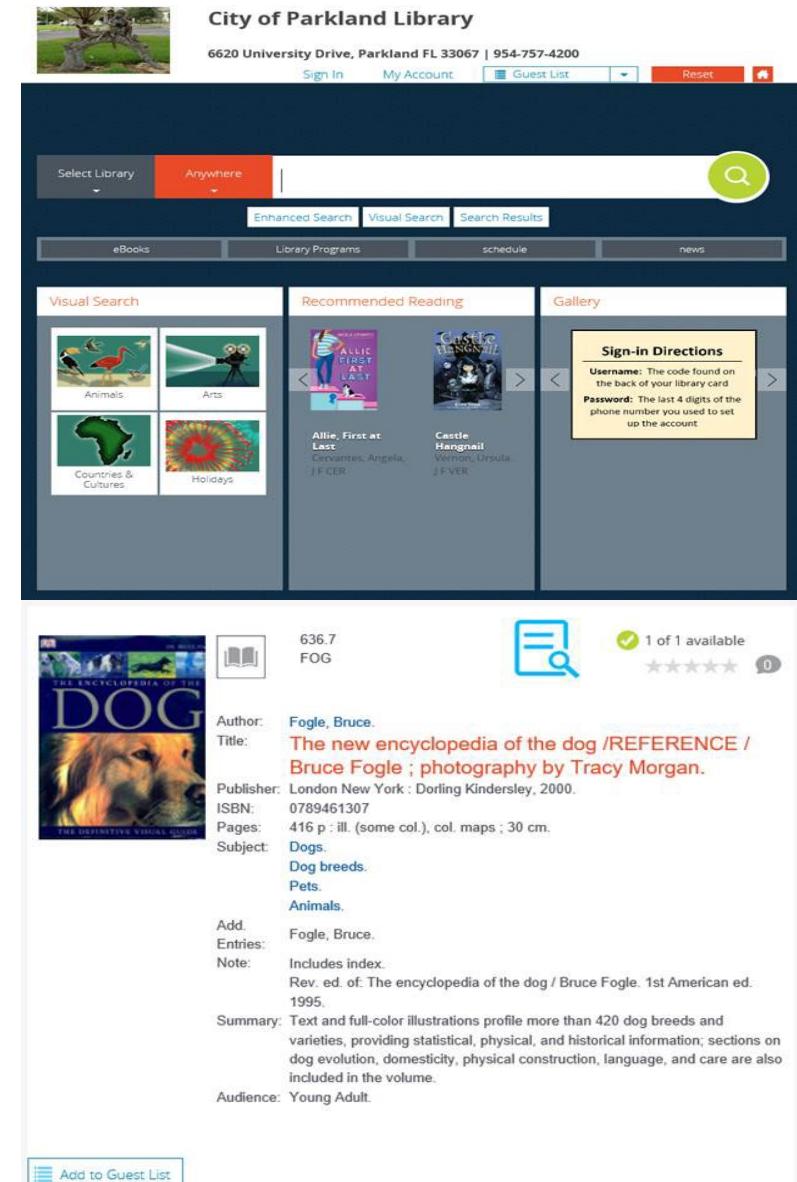
- I can look for a specific book or DVD I want by using one of the Catalog Kiosks located around the library.
- Each kiosk has a computer set to the library catalog.
- I can ask a library staff member how to find the location.



# Library Services

## Finding a Book

- I can type in the title and/or author and/or subject that I want, and the catalog will bring up a list of items to fit my search.
- When I click on a title, the catalog will then tell me the location of the item within the library.
- I can ask a library staff member how to find the location.

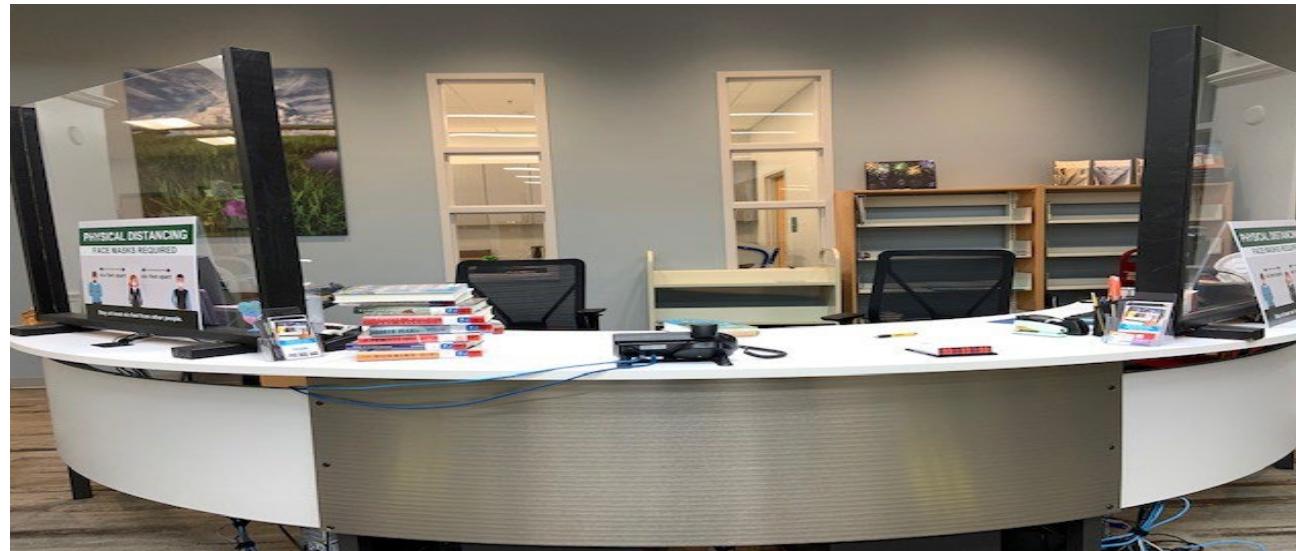


The screenshot shows the City of Parkland Library website. At the top, there is a search bar with the placeholder "Anywhere" and a green search icon. Below the search bar, there are tabs for "eBooks", "Library Programs", "schedule", and "news". The main content area features a "Visual Search" section with four categories: Animals, Arts, Countries & Cultures, and Holidays. To the right, there is a "Recommended Reading" section with book covers for "Allie First at Last" and "Castle Hangnail". A "Sign-in Directions" box contains fields for "Username" and "Password". Below this, a book detail page is displayed for "The Encyclopedia of the Dog" by Bruce Fogle. The page shows the book cover, the call number 636.7 FOG, a blue search icon, and a "1 of 1 available" status. The book's details are listed: Author: Fogle, Bruce.; Title: The new encyclopedia of the dog /REFERENCE / Bruce Fogle ; photography by Tracy Morgan.; Publisher: London New York : Dorling Kindersley, 2000.; ISBN: 0789461307.; Pages: 416 p. : ill. (some col.), col. maps ; 30 cm.; Subject: Dogs.; Add. Entries: Fogle, Bruce.; Note: Includes index.; Summary: Text and full-color illustrations profile more than 420 dog breeds and varieties, providing statistical, physical, and historical information; sections on dog evolution, domesticity, physical construction, language, and care are also included in the volume.; Audience: Young Adult. At the bottom, there is a "Add to Guest List" button.

# Library Services

## Finding a Book

- I can always ask a library staff member for help finding items or any other questions I may have. Staff members will always be at the circulation desk or sometimes walking around wearing a Parkland Library name badge.
- If the library does not have a book I want, I can ask a staff member to order it for me. The staff will try their best to get it for me, but may not always be able to find it.



# Library Services

# Checking Out Books

I can check out a maximum of 20 books at the same time. Books need to be returned in either two weeks or three weeks, depending on the book.

If I want to keep books longer than the usual due date, I can renew items to keep them longer unless someone else is waiting for them. I can renew them in person at the circulation desk or from home by logging into my library account.

If I keep my items past the due date without renewing them, I will be charged a fine. When books are late, the fine is 25 cents per book per day. Sometimes people forget to return books on time. That's okay. I will try my best to return books on time.



# Library Services

## Checking Out DVDs

I can check out a maximum of 5 DVDs at the same time. DVDs need to be returned in one week.

If I want to keep DVDs longer than the usual due date, I can renew items to keep them longer unless someone else is waiting for them. I can renew them in person at the circulation desk or from home by logging into my library account.

If I keep my items past the due date without renewing them, I will be charged a fine. When DVDs are late, the fine is \$1 per DVD per day. Sometimes people forget to return books on time. That's okay. I will try my best to return DVDs on time.



# Library Services

## Using the Library's Computers

I can use one of the library's computers in the main building of the library.

If someone else is waiting for a turn, I will limit my time on the computer to 30 minutes.

If no one else is waiting, I can use the computer as long as I want.



# Library Services

## Using the Library's Computers

On the computers, I can:

- Use Microsoft Word
- Search the internet
- Check my email
- Watch videos using my own headphones/earbuds.
- Print to the library's printer from the computers.
  - The fee for printing is 15 cents per page (black and white only).



# Library Services

## Library's Teen Spot

The Teen Spot is for teens only and has comfortable soft seating, computer or study table space, and electrical plugs. And all of the Young Adult books can be found there, too.



# Library Services

## Library's Teen Spot

I can read, use laptops, and do homework here. This is a quiet area, so if I need to talk, I will try to whisper.



# Library Services

## Using Free Wi-Fi

I can use the library's free Wi-Fi on my own device. The Wi-Fi name is PK\_Guest. There is no password needed.

If I listen to or watch something with sound, I will need to use my own headphones/earbuds.

If I am able to sit near an electrical outlet, I can plug in my device. We have to share the outlets to be fair to everyone. If an outlet is not being used, I can use the outlet.

If I am a teen, I can use the outlets in the Teen Spot.



# Library Services

## Finding Quiet Space

Everyone in the library tries to be very quiet. If I need to talk in my regular voice, I can either go outside on the patio or go into the Tutor Space.

If I need a quiet space, I can:

- Sit at any of the tables or soft chairs
- Quietly view the art exhibit in the gallery
- Sit in the comfortable soft seating or at the computer table in the Teen Spot if I am a teen. The Teen Spot also has all of the Young Adult books.



# Library Services

## Using the Tutor Space

I can use the library's Tutor Space if I want to meet with another person and talk in a normal voice for school work. If there is no one at a table, I can use the table.

This space is for school work only. If I want to talk to people about other things, I can go outside the Library.



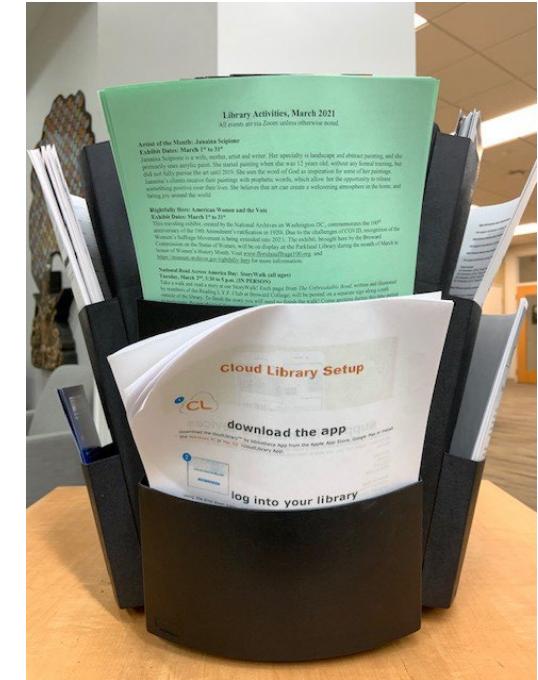
# Library Services

## Attending Library Programs

I can use my library card number to register for and attend library programs. I can visit the library's registration page on the City of Parkland's website in order to register.

[www.cityofparkland.org/library](http://www.cityofparkland.org/library)

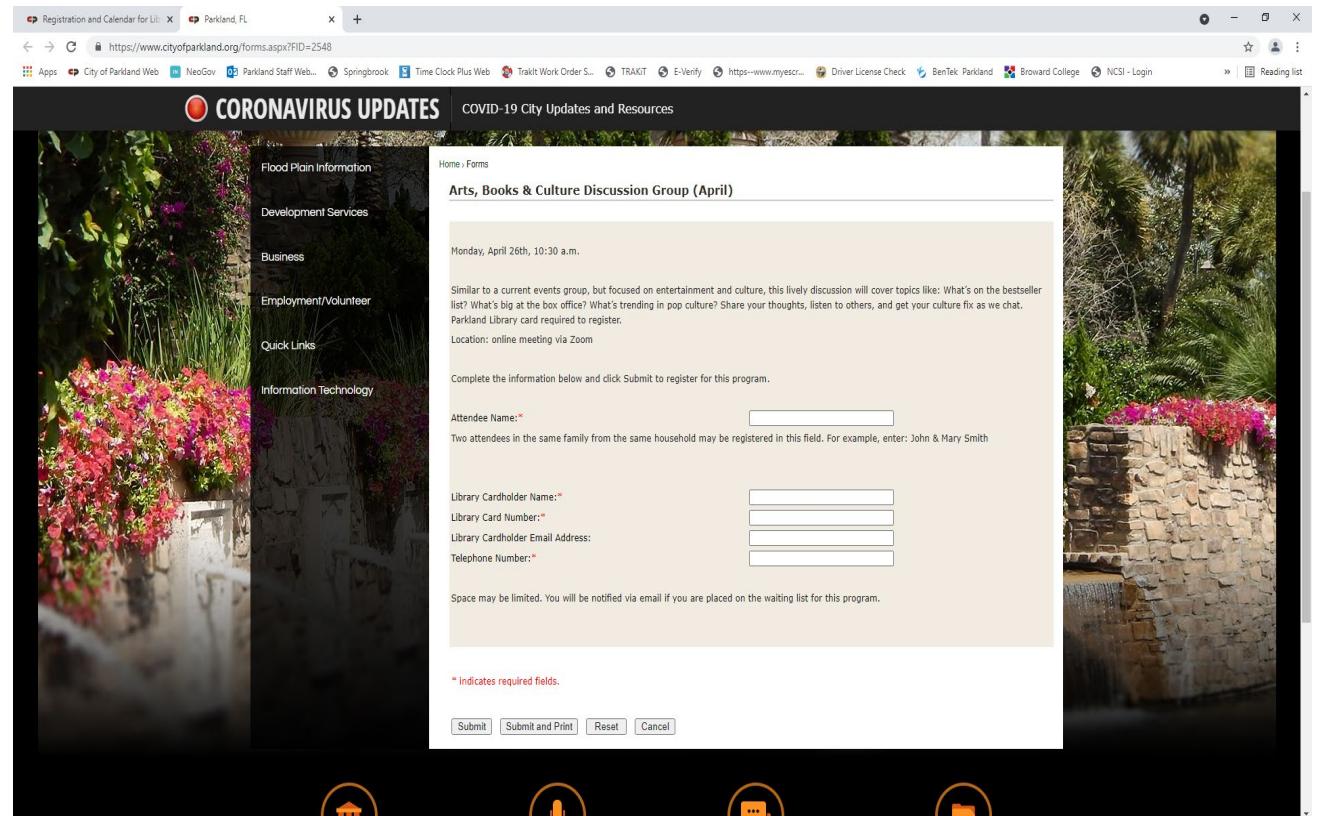
If I want a paper list of all of the library's programs, I can ask a staff member or look for the list in one of the informational containers around the library.



# Library Services

## Attending Library Programs

This is an example of a registration form online



Registration and Calendar for Library Services Parkland, FL

https://www.cityofparkland.org/forms.aspx?FID=2548

Home : Forms

Arts, Books & Culture Discussion Group (April)

Monday, April 26th, 10:30 a.m.

Similar to a current events group, but focused on entertainment and culture, this lively discussion will cover topics like: What's on the bestseller list? What's big at the box office? What's trending in pop culture? Share your thoughts, listen to others, and get your culture fix as we chat. Parkland Library card required to register.

Location: online meeting via Zoom

Complete the information below and click Submit to register for this program.

Attendee Name:

Two attendees in the same family from the same household may be registered in this field. For example, enter: John & Mary Smith

Library Cardholder Name:

Library Card Number:

Library Cardholder Email Address:

Telephone Number:

Space may be limited. You will be notified via email if you are placed on the waiting list for this program.

\* indicates required fields.

Submit | Submit and Print | Reset | Cancel

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