

MISSION STATEMENT

The library strives to inform, enrich, and equip people in our community by creating and promoting easy access to a wealth of ideas and information; by providing lifelong learning opportunities and by encouraging a love for reading.

The library prides itself in providing excellent customer service and being responsive to its patrons.

HELP YOUR LIBRARY

Paper Gator Recycling

Recycled paper products such as old newspapers, magazines, damaged books, and shredded paper can be brought to our recycling bin at no cost to you. The Paper Gator is a unique service the library can earn funds to benefit itself and its programming.

Monetary Donations

The library appreciates the giving of monetary donations. These donations are used to purchase materials and supplies needed to continue expanding our collection and gives the library opportunities to improve in different areas.

Memorial & Honorary Gifts

The library gladly accepts donations in honor or in memory of family, friends, organizations, or events.

If applied to library materials such as books, a bookplate noting both the honoree and the donor is tastefully applied to the front piece of the item, and a letter is sent to the family/person being honored.



LIBRARY HOURS

Monday • Tuesday • Friday
9 AM – 6 PM

Wednesday • Thursday
9 AM – 7 PM

Saturday
9 AM – 3 PM

CONNECT

Phone: 269-694-9690

Fax: 269-694-9129

401 Dix Street
Otsego, MI 49078

www.otsegolibrary.org

WE'RE SOCIAL

Follow us online!



innovate • interact • inspire

Welcome to
YOUR
library!

BORROWING LIBRARY MATERIALS

The library is proud to be Fine Free and went fine free in 2020. Patrons will not receive a late fee for overdue items unless they are not returned. Existing checkout loan periods still apply. Patrons are responsible for any damaged or lost materials as well as any processing fees.

Loan Periods

3 Week Checkouts

- Books (adult & children)
- Audiobooks on CD
- Rising Reader Activity Kits & STEAM Kits

1 Week Checkouts

- Magazines
- DVDs & Music CDs
- Launchpad Tablets
- Wi-Fi Hotspots

MeLCat/InterLibrary Loan

The Michigan eLibrary (MeL) is a statewide service of the Library of Michigan. MeL is a 24/7 online library that allows Michigan residents to borrow materials from over 430 libraries. More information on ordering from the MeL Catalog can be found at: otsegoibrary.org/learn-it/melcat.

CARD CATALOG

Search

- Search and browse the library collection at anytime on our website: otsegoibrary.org. Choose the FIND IT tab.

Reserve (Hold an item)

- Place reserves on items by searching the catalog and selecting "Place A Hold". You will need to enter your library card number and password (pin).



Pickup

- The library will notify you via email when your material(s) are available to be picked up.
- Materials can be picked up from the holds shelf or at the Drive-Thru Pickup Window.

Return

- Library materials can be returned inside the building during library hours or through the drive-thru return slot at any time.

SERVICES OFFERED

- Computer access (adult & children)
- Wi-Fi access on-site
- Wi-Fi hotspot checkout
- Free digital scan to email
- Print/Copy from library computers/mobile
 - Black & White - 25¢/page, Color - \$1/Page
- Fax documents
 - \$1/page sent/received
- Lamination service
 - Single - \$1/Page
 - 26 inch wide running roll - \$1/Foot
- Button machine (DIY)
 - 2¼" Round - 25¢/button
- Spiral binding (DIY)
 - ¼" binds up to 20 sheets - 50¢ each
 - ½" binds up to 90 sheets - 50¢ each
 - 1" binds up to 200 sheets - 50¢ each
- Notary services
 - Resident - \$5 or non-resident - \$10
- Cricut maker + heat press (DIY)
- Ellison die-cut access (DIY)
 - 162 different shapes and letters
- C-Pen - talking reader pen
 - Independent read aloud learning pen.
- Book Page Magazine - available free to patrons in the library.

DIGITAL DOWNLOADS AND RESOURCES

The library offers a wide variety of FREE digital downloads and resources that are available at no charge on your computer or mobile device. You will need your library card number, password (pin), and email to access these services.

- Libby - eBook & eAudio
- Hoopla - eBooks, eAudio, movies, and more
- Rocket Languages - online language courses
- Digital Newspaper Archive - Local Newspaper collection dating back 100+ years
- MeL eResources - 100+ educational databases
- Wowbrary - Weekly notices about the newest materials from your library.
- Ancestry Library Edition (onsite only) - Access to billions of family records and indexes.

ROOM RENTALS

Rentals are available for private parties and events in both the large program room and the tutor rooms. Celebrate a special event at your library!

Large Program Room

Celebrate an event or promote a service in this large program room. This space must be rented to utilize for your event. Free rental for non-profits.

Tutor Rooms

Tutor rooms are available for rentals on a first-come, first-serve basis daily or by scheduling. Tutor rooms are available to rent in three hour increments and can only be booked ahead up to three months in advance.

EARLY LITERACY CENTER

Stop by the library to read, learn, and play with your toddler/preschool aged child.

The library strives to enrich young minds by encouraging early literacy. In doing this, we have fun created an amazing and FREE literacy center with monthly themes. This space is accessible any time during library hours. Supervision is required at all times.

SPECIAL PROGRAMS AND EVENTS

The library prides itself on offering engaging events for all ages - there is always something exciting happening at your library.

Find out digital newsletter on our website or sign up to receive it in your inbox. Printed copies are sent to local mailboxes and are available in-library.

FRIENDS OF THE LIBRARY

The Friends of the Library consists of citizens who are interested in promoting and expanding the library's services to the community. Volunteers help with library needs, programs, and in the bookstore - *Twice Told Tales*. Gently used book donations can be dropped off behind the library 24/7 at the donation drop-off bin. The outdoor drop off has a security camera, and is lit at night.

Looking to volunteer? Fill out an application for the Friends of the Library at the circulation desk.