WELCOME TO THE PALM BEACH COUNTY LIBRARY SYSTEM!

The Palm Beach County Library System connects communities, inspires thought and enriches lives. 2015 marked the end of the Library System’s second expansion program which was overwhelmingly approved by residents in 2002. We added six new buildings, expanded three libraries, and renovated all other libraries. The expansion program has supported our role as a major educational organization in our community.

Enjoy your visit,

Douglas Crane
Library Director
<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Welcome from the Director</td>
<td>1</td>
</tr>
<tr>
<td>Introduction</td>
<td>4</td>
</tr>
<tr>
<td>Adult Literacy Project</td>
<td>6</td>
</tr>
<tr>
<td>Adult Programs</td>
<td>6</td>
</tr>
<tr>
<td>Ask a Librarian</td>
<td>7</td>
</tr>
<tr>
<td>Audiobooks</td>
<td>7</td>
</tr>
<tr>
<td>Audubon Collection</td>
<td>7</td>
</tr>
<tr>
<td>Book Club in a Bag</td>
<td>8</td>
</tr>
<tr>
<td>Book Deposit Collection</td>
<td>8</td>
</tr>
<tr>
<td>Book Discussions</td>
<td>8</td>
</tr>
<tr>
<td>Bookletters</td>
<td>8</td>
</tr>
<tr>
<td>Bookmobile</td>
<td>8</td>
</tr>
<tr>
<td>Books</td>
<td>8</td>
</tr>
<tr>
<td>Books and Bytes</td>
<td>9</td>
</tr>
<tr>
<td>Books-by-Mail</td>
<td>9</td>
</tr>
<tr>
<td>Borrowing Limits</td>
<td>9</td>
</tr>
<tr>
<td>Business Information Services</td>
<td>9</td>
</tr>
<tr>
<td>Check Out &amp; Self Pick Up of Holds</td>
<td>10</td>
</tr>
<tr>
<td>Child Care Centers</td>
<td>10</td>
</tr>
<tr>
<td>Children’s Services</td>
<td>10</td>
</tr>
<tr>
<td>Child Safety on the Internet</td>
<td>10</td>
</tr>
<tr>
<td>Collection Development</td>
<td>10</td>
</tr>
<tr>
<td>Computer &amp; Internet Classes</td>
<td>11</td>
</tr>
<tr>
<td>Computers &amp; Printing</td>
<td>11</td>
</tr>
<tr>
<td>Consumer Health Information Service</td>
<td>12</td>
</tr>
<tr>
<td>Consumer Research</td>
<td>12</td>
</tr>
<tr>
<td>CreationStation</td>
<td>13</td>
</tr>
<tr>
<td>Deaf Resource Center</td>
<td>13</td>
</tr>
<tr>
<td>DVDs/Blu-ray</td>
<td>13</td>
</tr>
<tr>
<td>eAudiobooks</td>
<td>14</td>
</tr>
<tr>
<td>eBooks</td>
<td>14</td>
</tr>
<tr>
<td>eMovies &amp; TV</td>
<td>15</td>
</tr>
<tr>
<td>eMusic</td>
<td>15</td>
</tr>
<tr>
<td>e-newsletters</td>
<td>16</td>
</tr>
<tr>
<td>English Exchange</td>
<td>16</td>
</tr>
<tr>
<td>Families Reading Together</td>
<td>16</td>
</tr>
<tr>
<td>Fines</td>
<td>16</td>
</tr>
<tr>
<td>Friends of the Library</td>
<td>17</td>
</tr>
<tr>
<td>Genealogy Research Services</td>
<td>18</td>
</tr>
<tr>
<td>Genealogy Society Library</td>
<td>18</td>
</tr>
<tr>
<td>Government Research Service</td>
<td>18</td>
</tr>
<tr>
<td>Graphic Novels &amp; Manga</td>
<td>19</td>
</tr>
<tr>
<td>Happenings</td>
<td>19</td>
</tr>
<tr>
<td>Holds on Materials</td>
<td>19</td>
</tr>
<tr>
<td>Information</td>
<td>19</td>
</tr>
<tr>
<td>Topic</td>
<td>Page</td>
</tr>
<tr>
<td>----------------------------------------------------------------------</td>
<td>------</td>
</tr>
<tr>
<td>Interlibrary Loan</td>
<td>19</td>
</tr>
<tr>
<td>Internet</td>
<td>20</td>
</tr>
<tr>
<td>Item Limits</td>
<td>21</td>
</tr>
<tr>
<td>Job Searching</td>
<td>21</td>
</tr>
<tr>
<td>Jobs with the Library System</td>
<td>21</td>
</tr>
<tr>
<td>Kindergarten Round-Ups</td>
<td>22</td>
</tr>
<tr>
<td>LearningExpress Library</td>
<td>22</td>
</tr>
<tr>
<td>Legal Resources</td>
<td>23</td>
</tr>
<tr>
<td>Library Advisory Board</td>
<td>23</td>
</tr>
<tr>
<td>Library Behavior Guidelines</td>
<td>23</td>
</tr>
<tr>
<td>Library Cards</td>
<td>23</td>
</tr>
<tr>
<td>Library Cooperative of the Palm Beaches</td>
<td>24</td>
</tr>
<tr>
<td>Library District</td>
<td>24</td>
</tr>
<tr>
<td>Library Literacy Friends, Inc.</td>
<td>24</td>
</tr>
<tr>
<td>Library Locations &amp; Hours</td>
<td>24</td>
</tr>
<tr>
<td>Library Locations Map</td>
<td>27</td>
</tr>
<tr>
<td>Library Tours</td>
<td>28</td>
</tr>
<tr>
<td>Loan Periods</td>
<td>28</td>
</tr>
<tr>
<td>Magazines &amp; Newspapers</td>
<td>28</td>
</tr>
<tr>
<td>Music CDs</td>
<td>28</td>
</tr>
<tr>
<td>Obituaries &amp; Death Notices</td>
<td>29</td>
</tr>
<tr>
<td>Online Holds &amp; Renewals</td>
<td>29</td>
</tr>
<tr>
<td>Online Research Tools</td>
<td>29</td>
</tr>
<tr>
<td>pbclibrary.org</td>
<td>30</td>
</tr>
<tr>
<td>Programs</td>
<td>30</td>
</tr>
<tr>
<td>Read Down Your Fines</td>
<td>30</td>
</tr>
<tr>
<td>Reference Services (Information)</td>
<td>31</td>
</tr>
<tr>
<td>Renewals</td>
<td>31</td>
</tr>
<tr>
<td>Research Center – Main Library</td>
<td>31</td>
</tr>
<tr>
<td>Self Pick Up of Holds</td>
<td>32</td>
</tr>
<tr>
<td>Serials Department</td>
<td>32</td>
</tr>
<tr>
<td>Speakers Bureau</td>
<td>32</td>
</tr>
<tr>
<td>Starting a Business</td>
<td>32</td>
</tr>
<tr>
<td>Story Times</td>
<td>33</td>
</tr>
<tr>
<td>Summer Reading Program</td>
<td>33</td>
</tr>
<tr>
<td>Talking Books</td>
<td>33</td>
</tr>
<tr>
<td>TDD (Telecommunications Device for the Deaf)</td>
<td>33</td>
</tr>
<tr>
<td>Teens/Young Adult Services</td>
<td>33</td>
</tr>
<tr>
<td>TRAC (Temporary Research Access Code)</td>
<td>34</td>
</tr>
<tr>
<td>Tutor.com &amp; Skillscenter</td>
<td>34</td>
</tr>
<tr>
<td>VolunTeen Program</td>
<td>34</td>
</tr>
<tr>
<td>Volunteer Services</td>
<td>35</td>
</tr>
<tr>
<td>Web Page</td>
<td>36</td>
</tr>
<tr>
<td>Wi-Fi</td>
<td>36</td>
</tr>
</tbody>
</table>
INTRODUCTION
Welcome to the Palm Beach County Library System, where you can get connected, inspired and enrich your life. There are a variety of services and materials that allow you to explore new ideas, find information, and be entertained. This “A-Z” guide will be your road map to a pleasurable, enriching experience, whether you visit one of our 17 libraries in person or through our virtual library on the Internet.

PBCLS Library Card: Your Passport to Discovery
The first step to maximizing your library experience is to get a library card, your passport to all we have to offer. While you are not required to have a card to use the library, you do need one to check out items from our collection of books, DVDs, and CDs, to use our computers, or to access some of our online services. To help you find these materials when you visit one of our libraries, just ask a staff member who will be happy to guide you on your journey. Staff will also assist you in using our computer catalog to find books, movies, music, or the item of your choice.

How to Use the Library
For those who would like to explore the library world on their own, use this guide to familiarize yourself with the different types of materials and resources in the library.

Are you looking for a novel? Then you will want to explore the Fiction section in the adult, young adult, or children’s areas. Fiction books are shelved alphabetically by the last name of the author. Example: “Pride & Prejudice” by Jane Austen is assigned the “call number” FIC Austen, and would be shelved in the “A’s.” Hint: Signs on the end panel of the shelves, or “stacks,” help you locate the “call number” that you need.

Are you looking for true stories or factual information? Then head to the Nonfiction section in the adult or children’s areas. These books are sorted using the Dewey Decimal System. Books are assigned “Call Numbers”—a group of numbers and/or letters—based on 10 broad categories. Within each general category, you will find more specific categories. Example: If you are looking for a book about “photography,” you would find it in the 700s (Fine Arts & Recreation). Photography is specifically assigned to the 770s section. Hint: When using our computer catalog to search for a nonfiction book, be sure to write down all the numbers and letters assigned to the book. There are many books assigned to the same subject. The letters help you find the specific book you are looking for.
Library fact:
Not all books shelved with Dewey Decimal call numbers are nonfiction! Folk and fairy tales are in the 398 section, poetry is in the 811s, and plays are in the 812s. According to Dewey, all fiction books should be assigned to the 813s, but like most libraries, we put novels in a separate “Fiction” section in order by the author’s last name.

Are you looking for magazines or newspapers? If you want to read a magazine or newspaper, they are shelved alphabetically by title in a separate area of the library. Locate the title you want to read, find a comfortable seat, relax, and enjoy. If you are looking for a specific magazine article or need several articles for a research project, then try out one of our magazine and newspaper databases on our website. You can find entire articles online. Ask a librarian to help you get started.

Are you looking for a video, DVD, music CD, audiobook, or language-learning CD? Then head to our Audiovisual (A/V) section. Like books, these items are assigned a Dewey Decimal “call number.” Movies are alphabetized by title in the 791.43 section. Music CDs are assigned specific “call numbers” within the broader category of 780s. Example: if you want “Magical Mystery Tour” by the Beatles, the “call number” is 781.66 BEA. This would be in the 781s, the “rock music” section. Audiobooks, like paperback books, are categorized by Fiction and Nonfiction. Language-learning CDs are in the 400s (Languages). Example: If you want to learn French, head to the 448s.

A World of Information for Adults & Children
Reference/information librarians can help people of all ages find information to help meet their personal, educational, and recreational needs. We have librarians with additional training to assist you in finding business and job resources, health and wellness information, as well as government, legal, and genealogy materials and information. We also offer a variety of Internet and computer classes to help you explore both our in-house materials and online resources on your own.

Children, tweens, and teens will want to explore our Youth Services departments. Friendly staff can help them find books, music, videos, and homework help resources. From birth to high school age, kids and young adults can dream, discover, and do at the variety of programs and story times we provide each month. Some of our libraries have teen areas.
Your Library as Community Center

Our libraries are also community gathering places. A variety of quality informational and recreational programs for adults and youth are offered each month. Classes to help you develop your computer skills and learn about the Internet are held at all locations. We also provide free meeting room spaces for government and non-commercial organizations and individuals, which may be booked when not in use for library functions. Each library also has quiet study rooms, inviting reading areas, and comfortable surroundings to enhance your in-person library experience.

We hope this guide will help you get started on your journey to connect with the community, get inspired and enrich your life while you are visiting the library both in person and through our website.

ADULT LITERACY PROJECT

The Adult Literacy Project trains volunteer reading tutors and matches them with English-speaking basic literacy students for free, confidential, one-on-one instruction. Please contact the Library if you know someone who could use this service or would like to be a tutor.

Adult Literacy Project
561-894-7510
Located at Hagen Ranch Road Branch
14350 Hagen Ranch Road, Delray Beach 33446
By appointment only.
www.pbclibrary.org/adult-literacy

ADULT PROGRAMS

We offer a variety of enriching and entertaining programs including book discussions, topical lectures, feature films, musical and theatrical performances, and author talks.

Special systemwide events offered throughout the year:
• Book Life (August–November): For people who love books, and enjoy experiences that bring books to life. This series features a variety of fiction and nonfiction books and book related events.
• Celebrate National Library Week (April): Support your library by attending a library-sponsored event during this yearly celebration.
• Adult Summer Reading Program (June-August): Read five books, complete a reading log, receive a prize, and have fun.
• Writers LIVE! (January-April): An annual series of events featuring an exciting line-up of best-selling
authors who discuss their latest works, chat with the public, and sign books.

**ASK A LIBRARIAN**

This free, online, information service allows you to chat live with a librarian, a trained information professional who can provide you with brief answers to factual questions, or guide you to useful websites or other online resources to help you start on your research.

You can also submit your questions by email. We will contact you on our next working day. Start by going to askalibrarian.org/palmbeach

We’re always happy to assist you in person, or on the phone. Visit one of our branches, or call Telephone Reference at:

561-233-2600
1-888-780-4962 (Toll-free)

**AUDIOBOOKS**

The library has over 52,500 audiobooks on CD (adult, juvenile, and young adult) – 7,700 titles. A cardholder may borrow up to 50 items including audiobooks. Visit the website to view the selection available.

**Audiobooks (CD format)**

- Up to 6 CDs..............................................................14 days
- 7 or more CDs..........................................................28 days

**Audiovisual Kits**.......................................................28 days

The Library is not responsible for any damage that may occur to personal audiovisual equipment that may result from use of library material.

*Also see: eAudiobooks*

**AUDUBON COLLECTION**

The Audubon Society of the Everglades is Palm Beach County’s local chapter of the National Audubon Society. In 1979, the Audubon Society of the Everglades (ASE) donated funds to Palm Beach County to establish an ornithological collection at the Main Library on Summit Boulevard in West Palm Beach.

The collection includes books on bird watching and field guides to the birds of all the regions of the globe, with special focus on North and South American regions.

The collection also features books about individual species of birds and about the science of ornithology. Several important multi-volume encyclopedias of the birds of the world are included. All of the Audubon books can be found in the library’s online catalog and most of the books are available to check out.
BOOK CLUB IN A BAG
We offer “one-stop-shopping” for all your book club’s needs! Receive multiple copies of a title and a discussion guide in each bag. Visit our website at www.pbclibrary.org/services/book-discussion-sets for a list of titles. Contact your nearest branch or email bookclubbags@pbclibrary.org to request books.

BOOK DEPOSIT COLLECTION
Nursing homes, adult life and long-term care facilities, and retirement centers can receive books for their residents. Books-by-Mail staff will work with Activity Directors to select a collection of books for the reading interests of the residents. The location keeps the materials for up to 90 days, then exchanges them for a new collection. Call Books-By-Mail staff for more information.

561-649-5482 or 1-888-780-5151
Library Annex, 4289 Cherry Road, West Palm Beach 33409
By appointment only.

BOOK DISCUSSIONS
We offer book discussions led by library staff throughout the year. For listings check Happenings Calendar of Events.

BOOKLETTERS
See: e-newsletters

BOOKMOBILE
The Bookmobile has 43 regularly scheduled stops throughout the Library’s service area. The collection of more than 3,000 items includes adult and children’s books, fiction and nonfiction, regular and large print, music CDs, DVDs and audiobooks. All library resources are available to every Bookmobile user: staff will help you with reader’s advisory and issue library cards to new patrons. Check our bi-weekly schedule on our website www.pbclibrary.org/bookmobile.

561-649-5476 or 1-888-780-5151 (Toll-free)
Library Annex, 4289 Cherry Road, West Palm Beach 33409
By appointment only.

BOOKS
We have more than 1.9 million adult, young adult, and children’s fiction, nonfiction, and reference books. Titles are available in regular print, large print, and paperback editions. Books are also
available in foreign languages such as Spanish, Haitian Creole, French, Russian and Portuguese. Some titles are available in all of these formats and languages.

Multiple copies of new and popular books are available to meet demand. Many titles originally published as a printed book are now available in a variety of other formats.

See: Audiobooks, eAudiobooks, eBooks

**BOOKS AND BYTES**

Books and Bytes is a monthly electronic newsletter featuring news, event coverage, and tips and tricks for getting the most out of our website and other services. To subscribe, visit [www.pbclibrary.org/enewletters](http://www.pbclibrary.org/enewletters).

**BOOKS-BY-MAIL**

Books-by-Mail is free to eligible residents of Palm Beach County who are homebound, disabled, or lack transportation to the library.

Books-by-Mail borrowers select from catalogs of new large print, regular print, and books on CD titles. Borrowers may also request titles from the Library’s online catalog at [www.pbclibrary.org](http://www.pbclibrary.org).

Materials are checked out for 28 days, and are mailed either via free matter with proper certification or at no cost to the patron in reusable bags provided by the Library.

Eligible residents of non-participating municipalities may purchase a library card for $95 annually or $55 for 6 months that will enable them to participate in this service.

Call for an application or download one from our website [www.pbclibrary.org/services/books-by-mail](http://www.pbclibrary.org/services/books-by-mail).
561-649-5482 or 1-888-780-5151 (Toll-free)
Library Annex, 4289 Cherry Road, West Palm Beach 33409
By appointment only.

**BORROWING LIMITS**

A cardholder may borrow up to 50 items including: adult, young adult, or juvenile books, music CDs or audiobooks, videocassettes, and DVDs/Blu-ray Discs. (limit of 10).

Special collections include the Audubon Society’s books and library and information science professional materials.

**BUSINESS INFORMATION SERVICES**

The Business Librarian and reference staff at the Main Library can assist small business owners, job seekers,
investors, and consumers with their research needs. We offer materials and research services to help you make informed financial and career decisions. Individual consultations and group tours are available by appointment. We have an extensive collection of business and consumer magazines, and newspaper and journal articles online.

Programs featuring business and consumer topics, career development, and other subjects are offered throughout the year. Check Happenings Calendar of Events or our website for the schedule of programs and activities.

Business Librarian or the Research Center
561-233-2600

CHECK OUT & SELF PICK UP OF HOLDS
Most branches offer Check Out machines so you can check out your library materials quickly without standing in long lines. Most locations offer self service holds pick up.

CHILD CARE CENTERS
The Outreach to Preschools Program provides classroom story time visits at eligible child care centers and preschool programs. The story times utilize library materials and model story time techniques for child care providers. In addition, the Library System presents story times to day care centers in the Belle Glade area.

System Youth Services
561-649-5439 or 888-780-5151 (Toll-free)
Library Annex, 4289 Cherry Road, West Palm Beach 33409
By appointment only.

CHILDREN’S SERVICES
Children can check out books, audiobooks, and movies just for them. Story times, craft programs, films, and special programs are held year-round including story times for ages birth-11 years of age.

Each branch provides special programming in addition to their regular story times. Contact your nearest branch for more information.

CHILD SAFETY ON THE INTERNET
See: Internet

COLLECTION DEVELOPMENT
Free access to materials is provided to satisfy the diverse
interests and needs of our communities. Our collection includes reference and research materials, popular works, non-print and electronic media, and children’s and young adult materials. As new technology becomes available, formats and materials may change. We provide downloadable and streaming music, movies, TV shows and magazines as well as a large selection of eBooks.

Materials are selected using professional standards and established criteria. Our collection represents a broad spectrum of points of view, reflecting the diverse population that we serve. The selection of any material for the collection does not constitute an endorsement of its contents.

The choice of library materials by users is an individual matter. While users may reject materials for themselves or their children, they cannot exercise censorship to restrict access of materials to others.

**COMPUTER & INTERNET CLASSES**

A wide variety of free computer training is offered at the Main Library and in all our branches.

Classes are offered as either lecture or hands-on, using a computer. Not all classes are given at all locations. Check the schedule in the *Happenings* Calendar of Events or on our website at [www.pbclibrary.org/computer-classes](http://www.pbclibrary.org/computer-classes) to find a class at a location near you.

Classes cover topics such as using the Library’s online catalog and resources to research subjects and to find your favorite books, movies, and music; practicing with a computer Mouse; practicing using a computer keyboard; working with the Microsoft Office products Word, Excel, Access, Publisher, and PowerPoint; updating your résumé; using the Internet; creating and using an email account; shopping online; social networking with Twitter or Facebook; downloading eBooks; or installing and using Mobile Apps.

We offer classes to appeal to beginners, as well as more advanced users.

**COMPUTERS & PRINTING**

All of our branches have computers with Internet access for you to use for email, or to access the web catalog, our online resource tools, and information about your account. Use of a regular adult computer requires your library card. A library card is not required for use of a computer in the Teen or Children’s area. Guest passes may be issued to children only. Time using a library computer is limited by availability. Free com-
Computer classes are also offered at most locations.

Also see: Internet

**CONSUMER HEALTH INFORMATION SERVICE (CHIS)**

The Consumer Health Information Service provides quality health and medical information free-of-charge to residents of Palm Beach County. Working with you and your health care professional, the information our service provides can help you make informed medical decisions. Staffed by trained consumer health librarians, CHIS offers one-on-one assistance to provide the answers to medical and health-related questions. CHIS librarians do not offer medical advice. Remember, only a licensed health care professional, who has a complete medical history of an individual, can advise that person in health decisions.

If you are looking for:
- Drug information.
- Doctors’ credentials.
- Information about any disease.

We have medical information:
- In Spanish.
- In large print.
- Low vision.
- Easy-to-read.
- In books, magazines, and on the our website.

We offer programs on various diseases and conditions, and local services, and organizations. To learn about medical or health information you can trust, enroll in our “Health Information on the Internet” class. Also look for our “Natural Medicine” and “Finding Your Florida Doctor” classes.

**Consumer Health Information Service**
561-233-2736 or 1-888-780-4962 (Toll-free)
Email: health@pbclibrary.org
www.pbclibrary.org/consumer-health

**CONSUMER RESEARCH**

The Business Librarian and reference staff at the Main Library can assist consumers with their research needs. We offer materials and one-on-one research services to help you make informed decisions. Individual consultations and group tours are available by appointment. We have an extensive collection of consumer magazines, and newspaper and journal articles online.

Find answers throughout the business collection, including:
- Bank Ratings.
- Car Price Guides.
- Investment Research.
- Ratings.
• Consumer Magazines.
• And more.

Business Librarian or the Research Center
561-233-2600

CREATIONSTATION
CreationStation, located at the Main Library, is a digital media lab offering access to iMac computers, video and sound recording equipment, a green screen and software for creating and editing digital content. Available software includes the Adobe Creative Cloud, GarageBand, iMovie and more. There are classes and access to Lynda.com to assist patrons in the use of CreationStation equipment, and users have the opportunity to submit their work to the CreationStation website. Palm Beach County residents ages 18 and up may reserve the room for a two hour session by calling the library at 561-233-2600.

DEAF RESOURCE CENTER
TDD (Telecommunications Device for the Deaf)
Patrons who are deaf or have hearing disabilities, who use TDD machines, can access information from the Main Library’s Research Center. Call our TDD phone number: 800-382-0775.

DVDs & Videos
The Library has DVDs with a closed-caption option at all locations. They can be checked out for seven days. There is a collection of international DVDs and videos with English subtitles. Search for DVDs and videos in our web catalog at www.pbclibrary.org.

Email and Chat Reference
The Library offers brief answers to factual questions or suggests locations or other sources to answer your questions. Visit: askalibrarian.org/palmbeach.

Further resources for Deaf residents of Palm Beach County can be found at the Deaf Service Center of Palm Beach County Inc.

Also see: Books-by-Mail

DVDs/BLU-RAY - LIMIT 10
The library has over 190,500 DVDs (adult and juvenile) – 14,000 titles. Visit the website to view the selection available. A limit of 10 can be checked out. DVDs with 1-2 discs or single Blu-ray discs may be checked out for 7 days. DVDs with 3 or more discs or Blu-ray with 2 or more discs may be checked out for 14 days. The
The library is not responsible for any damage that may occur to personal audiovisual equipment that may result from use of library material.

Also see: eMovies & TV

**eAudiobooks**

**OverDrive eAudiobooks**

As part of our OverDrive Collection, the Library offers eAudiobooks in MP3 format. Patrons can download over 5,600 eAudiobook titles from home or wherever you have Internet access. The eAudiobooks in the OverDrive Collection can be used with personal computers, downloaded directly to smartphones or tablets, or transferred to stand alone MP3 players. You can choose to use OverDrive eAudiobook titles for 7, 14, or 21 days and they automatically expire so there are never any overdue notices or late fees to worry about. More information about OverDrive eAudiobooks can be found on our website at [www.pbclibrary.org/using-the-library/find/audiobooks](http://www.pbclibrary.org/using-the-library/find/audiobooks).

**hoopla streaming eAudiobooks**

Our hoopla collection includes over 10,000 eAudiobook titles all available for instant streaming with no waiting lists or advertising. eAudiobooks stream in your computer’s browser or through the hoopla app installed on a mobile device. You can borrow up to 12 hoopla titles per month with your library card. hoopla eAudiobooks circulate for 21 days and automatically expire at the end of the lending period. More information about hoopla can be found on our website at [www.pbclibrary.org/using-the-library/find/streaming-video](http://www.pbclibrary.org/using-the-library/find/streaming-video).

**Axis 360 eAudiobooks**

Our Axis 360 collection includes a variety of popular eAudiobooks to download to smartphones and mobile devices that can run the Axis 360 app, available for iOS and Android devices. Axis 360 eAudiobooks circulate for up to 21 days and are automatically returned at the end of the loan period.

**eBooks**

**OverDrive eBooks**

As part of our OverDrive Collection, the Library offers eBooks in EPUB, Kindle, and PDF formats. Patrons can download over 8,400 eBooks titles from home or wherever you have Internet access. The eBooks in the OverDrive Collection can be used on personal computers, smartphones and tablets. You can choose to use OverDrive titles for 7, 14, or 21 days and they automatically expire so there are never any overdue notices or late fees to worry about. Step-by-step instructions for searching, downloading and transferring eBooks are provided on our website at [www.pbclibrary.org/using-the-library/find/ebooks](http://www.pbclibrary.org/using-the-library/find/ebooks).
Axis 360 eBooks
Our Axis 360 collection has current and backlist best-sellers, popular nonfiction, children’s fiction and young adult fiction. The majority of the eBook titles in the collection are available in EPUB format, and in Blio, an enhanced eBook format that combines print and audio narration into a single product.

Axis 360 can be used by many devices including personal computers, iOs and Android mobile devices, stand alone eReaders that are compatible with Adobe Digital Editions (Nook, Kobo, Sony Reader), and tablet based Kindle devices (Kindle Fire, Fire HD). The method of using the collection varies depending on the device used. For more information on using our Axis 360 collection see our website at www.pbclibrary.org/using-the-library/find/ebooks.

EMOVIES & TV
hoopla streaming video
hoopla allows you to use your library card to borrow movies and television shows without ever having to leave home. Access over 8,000 movies and TV shows and stream them directly to your computer, smartphone, or tablet. All hoopla video is available on demand with no holds and no waiting. Your selections are delivered to you via online streaming, or can be temporarily downloaded to a mobile device for use while not connected to the Internet.

Create an account at hoopladigital.com, find a title you want, click borrow and start streaming. hoopla content plays in your computer’s browser, or by using dedicated apps for Android and iOS devices. You can borrow up to 12 items from hoopla each month.

Movies and television shows circulate for 2-3 days and automatically expire at the end of the circulation period. More information about hoopla can be found on our website at www.pbclibrary.org/using-the-library/find/streaming-video.

EMUSIC
Freegal streaming and downloadable music
Freegal offers access to about 8 million songs, including Sony Music’s catalog of artists. Each Palm Beach County Library System card holder can stream up to three hours of music per day and download and keep five music tracks per week. There is no software to download, there are no digital rights management (DRM) restrictions, and the songs you download never expire. Once downloaded, the music tracks are yours to keep and use as you wish.

https://pbclibrary.freegalmusic.com
hoopla streaming music
Access to over 115,000 albums is included as a part of the Library’s hoopla collection. All albums are available on demand with no holds and no waiting. Your selections are delivered to you via online streaming, or can be temporarily downloaded to a mobile device for use while not connected to the Internet. You can borrow up to 12 hoopla titles per month with your library card. hoopla albums circulate for one week and automatically expire at the end of the lending period. More information about hoopla can be found on our website at www.pbclibrary.org/using-the-library/find/streaming-video.

E-NEWLETTERS
E-newsletters contain reviews and suggestions for titles to check out, and cover everything from The New York Times Best-seller List to monthly event listings for all our branches, book club suggestions, DVDs, and books for teens and children. To subscribe, visit www.pbclibrary.org/enewletters.

ENGLISH EXCHANGE
Meet new people from around the world and practice speaking English in a supportive and informal atmosphere. Intermediate knowledge of the language is recommended. Call the Adult Literacy Project for more information.

Adult Literacy Project
561-894-7529
or 561-996-3453 (Belle Glade, Pahokee & South Bay)
www.pbclibrary.org/adult-literacy

FAMILIES READING TOGETHER
In November, all preschoolers and children attending kindergarten and first grade are encouraged to read the same book. This book is selected by librarians in both the school and county libraries. Special programming and community activities will take place during the month. This project is made possible by community sponsors, and all events are free to the public.

FINES
Overdue fines are 10 cents per day for late materials. Overdue fines stop adding up when you return the materials or you reach the maximum $5.00 fine. You are responsible for returning materials in good condition. Additional fines are charged for lost, damaged, or never returned materials.

If you have fines and/or fees of more than $4.99, you may not borrow materials (including electronic resources such as Overdrive eBooks), or place holds. Payments made online are immediately credited to your library account.
account (log on to your library account to pay fines online). Or you can pay fines at the Checkout Desk. Fines for overdue materials and replacement costs for lost or damaged materials in excess of $24.99 will be referred to a collection agency after 90 days. A $10 referral fee will be assessed.

FRIENDS OF THE LIBRARY
The Friends of the Palm Beach County Library System, Inc. is a non-profit, 501(c)(3), organization whose mission is the promotion of enhanced library services. Friends support the Library by sponsoring programs, providing financial assistance for special events, advocating for library needs, and in developing and expanding its services and facilities, when not provided for in the Library’s budget.

What Do Friends Do?
• Collect donations of used materials (books, CDs, DVDs, magazines, books on tape, etc.) from patrons for sale in branches and at book sales.
• Fund cultural programs and activities, including author visits, puppet shows, storytellers, and more.
• Fund programs for children, teens, adults, and seniors systemwide.
• Speak out in support of the library at public forums.
• Fund the purchase of some library materials, furniture, and equipment when not provided for in the Library’s budget.
• Stimulate public support and greater use of our facilities.
• Maintain the Ingrid A. Eckler Scholarship Fund. This fund provides scholarships for employees who are working towards Masters in Library Science degrees.
• Provide funds for the annual Writers LIVE! programs of author visits systemwide.
• Manage funds donated by individuals, organizations, or foundations designated for specific purposes.

Membership in Friends serves a dual purpose. It demonstrates your appreciation and support of the library and funds special programs and other library needs not funded in the library budget. By joining you automatically become a member of the Friends’ Team.

Your membership dues are tax deductible and include the monthly mailing of the Happenings Calendar of Events. Friends are welcome to attend monthly Friends’ Board Meetings and encouraged to become a member of the Board. Friends membership applications are located on the back of Happenings and on the web site.

Join Today — Everyone Needs a Friend — Even Your Library
GENEALOGY RESEARCH SERVICES

The Library System’s Genealogy Research site provides access to a wealth of family history sources in print and online formats.

The GRS librarian can assist you with your family history by using biographical books, genealogy Internet links, genealogy programs, how-to book listings, local city directories, local history sites, and newspapers and journals. In addition, the knowledgeable staff can offer assistance with database services including:

• America’s Obituaries & Death Notices.
• Ancestry Library Edition (available in Library System branches).
• Biography in Context Database.
• Florida Digital Newspaper Library.
• HeritageQuest (home access for library card holders).
• Historic Florida Sanborn Maps.
• Palm Beach Post Historic Archives.
• Reference USA Directory.

Government Research Service
561-233-2777 or 1-888-780-4962 (Toll-free)
FAX: 561-233-2627
Email: grs@pbclibrary.org
www.pbclibrary.org/research/genealogy

GENEALOGY SOCIETY LIBRARY

The Genealogy Society of Palm Beach County (GSPBC) Library is located at the Main Library. Use of the genealogical special collection is free and open to the public. The GSPBC accepts voluntary monetary donations. They also charge a fee for copies. The Genealogy Society operates and maintains their special collection in the Main Library building and is staffed by trained volunteers.

Genealogy Society Library
Located at the Main Library
3650 Summit Blvd., West Palm Beach 33406
561-616-3455
Mon-Fri, 10:00 am-4:00 pm, excluding holidays.
www.gensocofpbc.org

GOVERNMENT RESEARCH SERVICE (GRS)

GRS is a special section of the Library System providing a full range of research, information, and document delivery services to government clients, staff, and elected officials located in Palm Beach County. Since 1989, GRS has met the information needs of its clients in the areas of article and document retrieval, legal citations, local
demographic information, and ongoing specialized research.

The Government Research Center Collection includes:
• Legal documents.
• Government serials.
• Professional journals.
• Genealogy, business, and Florida collections.
• PBC Local Documents Collection.
• The bimonthly newsletter “Updates.”

Government Research Services
561-233-2777 or 233-2600
FAX: 561-233-2627
Email: grs@pbclibrary.org
www.pbclibrary.org/research/government

GRAPHIC NOVELS & MANGA
The Library System has an extensive collection of graphic novels and manga titles including famous superheroes, popular Japanese series, and award-winning nonfiction. With over 19,500 items in the System, we have something for everyone.

HAPPENINGS
Happenings is the monthly Calendar of Events listing programs for adults and children at all Library System locations, including free computer and Internet classes. Pick one up at any location or have one mailed to you each month by becoming a member of the Friends of the Library. Happenings is also on our website.

HOLDS ON MATERIALS
If an item is checked out, or available at another branch location, you can place a hold on it in person, over the phone, or through the website. Many of our branches offer self-service pick up of your holds materials.

See: Check Out & Self Pick Up of Holds

INFORMATION
See: Reference Services

INTERLIBRARY LOAN
When the materials you need are not available in the Library System, you can request these materials through our Interlibrary Loan Service (ILL). Staff search for these materials and borrow them for you from other libraries outside Palm Beach County.

To request materials, consult staff at the information desk at any branch to place an Interlibrary Loan Request or visit our website.
INTERNET

ACCESS:

All of our branches have computers with Internet access for you to use for email, or to access the web catalog, our online resource tools, and information about your account. Use of a regular adult computer requires your library card. A library card is not required for use of a computer in the Teen or Children’s area. An adult not accompanied by a child or teen is not allowed to use computers in the children or teen area.

At least one guest computer is available at each branch for those without PBCLS library cards. For these computers there is a 15 minute time limit.

Due to the high demand for electronic resources, the library may establish time limits in order to accommodate people who are waiting.

What you view is not private and may be seen by others - please be considerate. When you view or send information on the Internet it may be possible for others to see it on public computers. Use Internet computers at your own risk.

FILTERING:

In accordance with the Children’s Internet Protection Act, the library’s computers and wireless connection are filtered to block internet access to visual depictions that are obscene, contain child pornography, or are harmful to minors. Websites that contain material categorized by the filter as pornographic, or software that may be harmful to the library’s network are also blocked. These filters are not foolproof. Parents or legal guardians retain the right and responsibility to determine what use is appropriate for their child. If requested by the patron, a filter may be removed for bona fide research or other lawful purposes. Staff can require a patron to use a particular computer or particular computer area when the filter is being removed.

CHILD SAFETY ON THE INTERNET:

There are a few risks for children who use online services. Teenagers are particularly at risk because they often use the computer unsupervised and because they are more likely to participate in online discussions regarding companionship, relationships, or sexual activity. Some risks are:

- Exposure to inappropriate material of a sexual or violent nature.
- Physical molestation: while online a child might provide information and arrange an encounter
with pedophiles that could risk his/her safety.

- Harassment: A child may encounter email or bulletin board messages that are harassing, demeaning or belligerent.

While children need a certain amount of privacy, they also need parental involvement. Most online services allow parents to limit their children’s access to certain services and adult-oriented chat and bulletin boards.

The library also suggests that parents and legal guardians read information available through the Library website and on the Internet at www.safekids.com.

ITEM LIMITS
A cardholder may borrow up to 50 items including:
- Adult.
- Young Adult.
- Juvenile Books.
- Music CDs.
- Audiobooks.
- Videocassettes.
- DVDs/Blu-ray: Limit of 10.

Our book collection includes large print titles, paperbacks, and Spanish-language titles. Special collections include the Audubon Society’s books and Library and Information Science professional materials.

JOB SEARCHING
The Business Librarian and reference staff at the Main Library can assist job seekers with their research needs. We offer materials and personal research services to help you make informed decisions. We have an extensive collection of business and consumer magazines, and newspaper and journal articles online.
- Career Development Tools
- Company Directories
- Job Listings
- Relocation Guides
- Résumé Writing Manuals
- And more!

Business Librarian or the Research Center
561-233-2600

JOBS WITH THE LIBRARY SYSTEM
Listings of available positions can be found on our website at www.pbclibrary.org/employment.

Library System jobs are also listed on the Palm Beach County jobs pages at www.pbcgov.com/humanresources/recruitment.
For open positions, submit your application and résumé online, by fax, or mail, or deliver to:
Palm Beach County Human Resources
100 Australian Ave., Suite 300, West Palm Beach 33406
Job Hotline Phone: 561-616-6900
Main Phone: 561-616-6888
Mon-Fri, 8:30 am-5:00 pm
No email résumés will be accepted.

The Library System also hires part-time student and shelve employees for weekend and weekend shifts. To inquire about these positions, please visit your local library.

Palm Beach County is a drug free workplace.

**KINDERGARTEN ROUND-UPS**
Youth Services staff attend kindergarten orientation at local schools at the request of the school principals. Library information is distributed and library cards are issued at these events.

**LEARNING EXPRESS LIBRARY**
The LearningExpress Library provides an interactive online learning platform of practice tests and tutorial courses (eBooks) designed to help students and adult learners succeed on the academic or licensing tests they must pass. You'll get immediate scoring, complete answer explanations, and an individualized analysis of your results. The Learning Express Library offers instruction on Microsoft Office Suite products and Mac operating systems. Visit the new Job Search and Workplace Skills Learning Center. Here’s a list of categories:

- Advanced Placement.
- Civil Service.
- College Entrance Exams.
- Computer Skills Module.
- Cosmetology.
- Elementary School Skills Improvement.
- EMS.
- Firefighter.
- GED.
- Graduate School Entrance Exams.
- High School Skills Improvement.
- Law Enforcement.
- Math Skills Improvement.
- Middle School Skills Improvement.
- Military.
- Nursing.
- Reading Skills Improvement.
- Real Estate.
- Skills Improvement: Adult Learner.
- Skills Improvement: Spanish Instructions.
- Teaching.
- TOEFL.
- U.S. Citizenship Writing Skills Improvement.
You must have a valid Palm Beach County Library card to use this service outside the library building. To get started go to www.pbclibrary.org/online-research and click on the LearningExpress Library link.

**LEGAL RESOURCES**
The Library System’s guide to local, state, and federal statutes, codes, and regulations.
Contact: Government Research Service
Email: grs@pbclibrary.org
www.pbclibrary.org/research/legal

**LIBRARY ADVISORY BOARD**
Our Library Advisory Board consists of 15 members who are appointed by the County Commission. Each member serves a three-year term and is required to reside within the Library District. The Board meets on a monthly basis, and members serve without pay.

The Advisory Board represents the Library to the Board of County Commissioners and works with the Library Director to improve and expand library service throughout the County. Its role is to provide policy, budget, and other recommendations to the Board of County Commissioners. For an updated listing of current Board members go to www.pbclibrary.org/library-advisory-board.

**LIBRARY BEHAVIOR GUIDELINES**
To ensure the safety of library users and staff, the Library System has established guidelines for behavior that are posted in every library. Failure to follow behavior guidelines may result in a suspension of library services.

**LIBRARY CARDS**
Cards are free to residents of the Palm Beach County Library District (see Palm Beach County Library District) or of a city in the Library Cooperative of the Palm Beaches (see Library Cooperative), and all children residing in Palm Beach County — all you need is photo identification and proof of current address. Children under the age of 18 can get a card with a parent or guardian’s identification and signature. Cards are valid for a period of three years before needing updating. Adult and juvenile non-residents may obtain a 6 or 12-month card for a fee ($55 for six months or $95 per year). There is a $1.00 charge to replace lost, damaged, or stolen cards.

Your card may be used at any branch in the Palm Beach County Library System. When your card expires, we will reverify your address and renew your card. You may allow other people to use your card, however, you are responsible for any items checked out on that card.
LIBRARY COOPERATIVE
The Library Cooperative of the Palm Beaches includes: The Palm Beach County Library System, Boynton Beach City Library, Delray Beach Public Library, Lake Park Public Library, Lake Worth Public Library, Lantana Public Library, North Palm Beach Library, Palm Springs Public Library, Riviera Beach Public Library, and Mandel Public Library, and provides reciprocal borrowing agreements to patrons.

LIBRARY DISTRICT
The Palm Beach County Library District is a special taxing district that provides library services to unincorporated areas of the County and residents in the following municipalities: Atlantis, Belle Glade, Briny Breezes, Cloud Lake, Glen Ridge, Greenacres, Haverhill, Hypoluxo, Juno Beach, Jupiter, Jupiter Inlet Colony, Lake Clarke Shores, Loxahatchee Groves, Mango Park, Ocean Ridge, Pahokee, Palm Beach Gardens, Palm Beach Shores, Royal Palm Beach, South Bay, South Palm Beach, Tequesta, and Wellington.

LIBRARY LITERACY FRIENDS, INC.
Library Literacy Friends, Inc. is a non-profit 501(c)(3) organization whose mission is to support and promote the Library’s Adult Literacy Project. This group works in conjunction with other literacy providers to raise awareness and encourage community participation. They also provide funds for educational activities and events for students and tutors who participate in the program.

If you would like additional information, call the Volunteer Desk at 561-894-7510.

Be a FRIEND! It doesn’t cost – it pays!

LIBRARY LOCATIONS & HOURS

1. Main Library
   3650 Summit Blvd., West Palm Beach 33406
   Phone: 561-233-2600
   Mon-Thu, 9:00 am-9:00 pm
   Fri, 9:00 am-6:00 pm
   Sat, 9:00 am-5:00 pm
   Sun, Noon-5:00 pm

2. Acreage Branch
   15801 Orange Blvd., Loxahatchee 33470
   Phone: 681-4100
   Mon-Thu, 10:00 am-9:00 pm
   Fri, 10:00 am-6:00 pm
   Sat, 10:00 am-5:00 pm
   Sun, Noon-5:00 pm
3. **Belle Glade Branch**  
   725 NW 4th Street, Belle Glade 33430  
   Phone: 561-996-3453  
   Mon-Wed, 10:00 am-8:00 pm  
   Thu-Sat, 10:00 am-5:00 pm

4. **Clarence E. Anthony Branch**  
   375 S.W. 2nd Avenue, South Bay 33493  
   Phone: 561-992-8393  
   Mon & Wed, 11:00 am-7:00 pm  
   Tue & Thu-Sat, 9:00 am-5:00 pm

5. **Gardens Branch**  
   11303 Campus Drive, Palm Beach Gardens 33410  
   Phone: 561-626-6133  
   Mon-Thu, 10:00 am-9:00 pm  
   Fri, 10:00 am-6:00 pm  
   Sat, 10:00 am-5:00 pm  
   Sun, Noon-5:00 pm

6. **Glades Road Branch**  
   20701 95th Avenue South, Boca Raton 33434  
   Phone: 561-482-4554  
   Mon-Wed, 10:00 am-8:00 pm  
   Thu-Fri, 10:00 am-6:00 pm  
   Sat, 10:00 am-5:00 pm

7. **Greenacres Branch**  
   3750 Jog Road, Greenacres 33467  
   Phone: 561-641-9100  
   Mon-Tue, 10:00 am-8:00 pm  
   Wed-Fri, 10:00 am-6:00 pm  
   Sat, 10:00 am-5:00 pm

8. **Hagen Ranch Road Branch**  
   14350 Hagen Ranch Road, Delray Beach 33446  
   Phone: 561-894-7500  
   Mon-Wed, 9:00 am-8:00 pm  
   Thu-Fri, 9:00 am-6:00 pm  
   Sat, 9:00 am-5:00 pm  
   Sun, Noon-5:00 pm  
   **Adult Literacy Project**  
   *(at Hagen Ranch Road Branch)*  
   Phone: 561-894-7510  
   By appointment only.

9. **Jupiter Branch**  
   705 Military Trail, Jupiter 33458  
   Phone: 561-744-2301  
   Mon-Thu, 9:00 am-8:00 pm  
   Fri, 9:00 am-6:00 pm  
   Sat, 9:00 am-5:00 pm  
   Sun, Noon-5:00 pm

10. **Lantana Road Branch**  
    4020 Lantana Road, Lake Worth 33462  
    Phone: 561-304-4500  
    Mon-Thu, 10:00 am-9:00 pm  
    Fri, 10:00 am-6:00 pm  
    Sat, 10:00 am-5:00 pm  
    Sun, Noon-5:00 pm
11. Loula V. York Branch
   525 Bacom Point Road, Pahokee 33476
   Phone: 561-924-5928
   Mon & Wed, 11:00 am-7:00 pm
   Tue & Thu-Sat, 9:00 am-5:00 pm

12. Okeechobee Boulevard Branch
   5689 Okeechobee Blvd., West Palm Beach 33417
   Phone: 561-233-1880
   Mon-Wed, 10:00 am-8:00 pm
   Thu-Fri, 10:00 am-6:00 pm
   Sat, 10:00 am-5:00 pm

13. Royal Palm Beach Branch
   500 Civic Center Way, Royal Palm Beach 33411
   Phone: 561-790-6030
   Mon-Wed, 9:00 am-8:00 pm
   Thu-Fri, 9:00 am-6:00 pm
   Sat, 9:00 am-5:00 pm

14. Tequesta Branch
   461 Old Dixie Highway North, Tequesta 33469
   Phone: 561-746-5970
   Mon-Wed, 10:00 am-8:00 pm
   Thu-Sat, 10:00 am-5:00 pm

15. Wellington Branch
   1951 Royal Fern Drive, Wellington 33414
   Phone: 561-790-6070
   Mon-Thu, 10:00 am-9:00 pm
   Fri, 10:00 am-6:00 pm
   Sat, 10:00 am-5:00 pm
   Sun, Noon-5:00 pm

16. West Boca Branch
   18685 State Road 7, Boca Raton 33498
   Phone: 561-470-1600
   Mon-Thu, 10:00 am-9:00 pm
   Fri, 10:00 am-6:00 pm
   Sat, 10:00 am-5:00 pm
   Sun, Noon-5:00 pm

17. West Boynton Branch
   9451 Jog Road, Boynton Beach 33437
   Phone: 561-734-5556
   Mon-Thu, 10:00 am-9:00 pm
   Fri, 10:00 am-6:00 pm
   Sat, 10:00 am-5:00 pm
   Sun, Noon-5:00 pm

18. Talking Books for the Blind & Physically Handicapped
   4289 Cherry Road, West Palm Beach 33409
   Phone: 561-649-5486  By appointment only.
LIBRARY TOURS
Library Tours are offered to groups and individuals. Contact your local branch or the sections listed below:

**Business Librarian or the**
Research Center
561-233-2600

**Consumer Health Information Service (CHIS)**
561-233-2736
1-888-780-4962 (Toll-free)

**Government Research Service**
561-233-2777
1-888-780-4962 (Toll-free)

Youth Services at your local branch.

---

**LOAN PERIODS**
The amount of time an item can be checked out.

**Most books** .............................................................. 28 days

**New & Popular Books**
(up to 499 pages) .............................................................. 14 days
(500 or more pages) .......................................................... 28 days

**Videocassettes** .......................................................... 7 days

**DVDs: 1-2 discs** .......................................................... 7 days

**DVDs: 3 or more discs** .................................................... 14 days

**Music CDs** ............................................................... 14 days

**Audiobooks**
Up to 6 cassettes or CDs.................................................... 14 days
7 or more cassettes or CDs.................................................. 28 days

**Audiovisual Kits** .......................................................... 28 days

---

**MAGAZINES & NEWSPAPERS**
All of our Library locations have a wide variety of magazines and newspapers for your reading pleasure. We have magazines on education, crafts, fashion, current events, sports, cars, health, physical fitness, music, art, investing, history, genealogy, and more. There are magazines for children, teens, and adults. Many branches have Spanish, French, Finnish, and Haitian-language newspapers and magazines.

Most branches should receive your local papers the same day they are published and allow you to borrow older issues of popular magazines – check with your local branch for lending policies.

See: eMagazines

---

**MUSIC CDs**
The library has over 63,300 music CDs (9,600 titles). A cardholder may borrow up to 50 items including music CDs. Visit the website to view the selection available. **Music CDs can be checked out for 14 days.**
The Library is not responsible for any damage that may occur to personal audiovisual equipment that may result from use of library material.

See: eMusic

**OBITUARIES & DEATH NOTICES**
To request copies of obituaries or death notices, fill out the email request form on our Genealogy page at [www.pbclibrary.org/research/genealogy](http://www.pbclibrary.org/research/genealogy).

**ONLINE HOLDS & RENEWALS**
You can place items on hold and renew your materials online. **Logging in at the top of the screen allows you to enter your library card and PIN number only once for all your transactions.** If you do not log in, you may have to enter this information multiple times.

**TO PLACE A HOLD ONLINE:**
Go to [www.pbclibrary.org](http://www.pbclibrary.org)
1. Click MY ACCOUNT.
2. LOG IN – Enter your library card number (D# no spaces) and PIN.
3. SEARCH the Library Catalog, and select an item.
4. Click PLACE HOLD.
5. Select PICK UP BRANCH.
6. Click PLACE HOLD and OK to complete process.

**TO RENEW ONLINE:**
Go to [www.pbclibrary.org](http://www.pbclibrary.org)
1. Click MY ACCOUNT.
2. LOG IN – Enter your library card number (D# no spaces) and PIN.
3. Click CHECKOUTS tab.
4. Click the box left of the item(s) to renew, or click the SELECT ALL box.
5. Click RENEW and YES.
6. A new DATE DUE will display for each item renewed.

Contact the library if you have questions.

**Notice:** If you log in using a library computer, be sure to click the Logout link when finished, to ensure your card number and PIN are deleted. The Logout link is in the upper right corner. If you need assistance, contact a library staff member.

**ONLINE RESEARCH TOOLS**
Through our wide range of electronic resources, the Library provides access to accurate, trusted information you can’t find on your favorite search engine. Use them in the library, or access them from your home or office computer. Your library card provides access to resources ranging from online phone directories for homes and businesses to full-text magazine articles and reference resources with answers to all of your questions on topics such as business, health, science, literature, education,
law, current events, the arts, entertainment, regional information, and much more.

To view the online research tools: www.pbclibrary.org/online-research. If you do not have a library card, you can get a Temporary Research Access Code (TRAC) for immediate access to our databases.

**Electronic Resources web page:**
www.pbclibrary.org/online-research

---

**PBCLibrary.org**
The Palm Beach County Library website, named Best Florida Public Library website for 2014, (www.pbclibrary.org) connects you to your library from home, office, or anywhere in the world. The website includes the catalog of all items available to check out.

You can place items on hold, renew items, download audiobooks and eBooks, and search our electronic resources. The website provides information on adult, children’s and computer programs offered, reading lists and advisories, and many links to interesting and safe sites for children in addition to local, state, and federal government Internet sites.

---

**Programs**
We offer a variety of enriching and entertaining programs including book discussions, topical lectures, computer and Internet instruction, feature films, musical and theatrical performances, and author talks, as well as summer reading programs for all ages.

**Happenings**, our monthly Calendar of Events, lists all of the programs and classes being held for adults, teens, and children throughout the Library System. Pick up a copy at any library location, or have one mailed to you each month by becoming a member of the Friends of the Library. You can also visit our website to discover what’s happening at your library.

---

**Read Down Your Fines**
Read Down Your Fines is a new way for children to pay overdue fines on their library cards. Children and teens under age 18 can participate in this program by signing up with a Youth Service staff member at their local library. For every 15 minutes spent reading they will receive a “Dewey Buck” which can be spent at the Library’s circulation desk to remove overdue fines, purchase a replacement card, or buy a book bag.
While in the library, children get credit for:
• Reading by themselves.
• Reading to/with younger children.
• If children are reading to each other, both earn credit.

Any print media will be accepted, e.g. books, magazines and newspapers. Any fines must be paid first before any other purchase. The credit does not apply to charges for lost or damaged materials.

REFERENCE SERVICES
(INFORMATION)
Visit any branch and a librarian will assist you in finding an answer. Ask us about used car prices, health and medical information, business addresses, telephone numbers, or information on how to get started researching your school or college assignment.

Too busy to get to the library? Start your research from home by visiting Research Resources at www.pbclibrary.org for:
• Magazine, newspaper, and journal articles.
• Telephone listings.
• Information about stocks and mutual funds
• Automobile repair instructions, and more!

Research Center
561-233-2600 or 1-800-780-4962 (Toll-free)
1-800-382-0775 (Telephone Communications Device for the Deaf-TDD)

Send us your questions:
Via email, or chat with a librarian online at askalibrarian.org/palmbeach.

RENEWALS
You may renew most items up to three times, unless there is a hold on them. DVDs/Blu-ray may be renewed once, unless there is a hold on it. Renew in person, on the phone, or on the website.

RESEARCH CENTER: MAIN LIBRARY
The Main Library has an extensive collection of print and non-print materials to assist you with your research. We have expanded special collections in business, health, legal, and local government materials as well as a large collection of classic and 20th century fiction and, in partnership with the Audubon Society of the Everglades,
one of the most informative and complete collections of bird books found in Florida.

Our team of librarians includes subject specialists in business, health, genealogy, and government research. Call or visit us to get started with your research projects. We are also available via email.

Research Center
561-233-2600 or 1-800-780-4962 (Toll-free)
1-800-382-0775 (Telephone Communications Device for the Deaf-TDD)

Send us your questions:
Via email, or chat with a librarian online at www.askalibrarian.org/palmbeach

SELF PICK UP OF HOLDS
Most locations offer self service holds pick up.

SERIALS DEPARTMENT
See: Magazines & Newspapers

SPEAKERS BUREAU
Library staff will visit your civic organization, homeowners association, or volunteer group and give a presentation on the variety of services available at the Library. Experts from our Consumer Health Information Service, Youth Services and Genealogy Research Service are available. We can also give presentations that offer an overview of Library services and resources and literacy assistance for adults. We are also available to attend school and community events to inform the public about the Library. If you are interested in a group presentation or would like the Library to participate in your event fill out the request form at www.pbclibrary.org/services/speakers-bureau.

STARTING A BUSINESS
Small business owners and entrepreneurs can find all the resources needed to answer questions about:
- Business Plans.
- Corporate Taxes.
- Franchises.
- Human Resources.
- Management.
- Sales and Marketing.
- And more.

Business Librarian or the Research Center
561-233-2600
**STORY TIMES**
Interactive story times for children, from infants to 11 years old, are available at all locations. Special events, in addition to weekly programs, are presented year-round. Schedules are listed in the *Happenings* calendar of events and on our website [www.pbclibrary.org/story-times](http://www.pbclibrary.org/story-times).

**SUMMER READING PROGRAM**
Children, teens, and adults are encouraged to read during the summer months. Our youngest patrons can also participate by having books read to them by a parent, sibling, or caregiver. Sign up, read a specified number of books, or meet time goal, return your reading log and receive a prize. Visit youth services or the information desk for more details.

**TALKING BOOKS**
Talking Books is a free service that provides Braille and recorded materials to anyone legally blind, visually impaired, or physically handicapped in such a way that they cannot hold a book. All you need is an application with a signature from a doctor, registered nurse, or other qualified person. This service is provided by the Palm Beach County Library System in partnership with the National Library Service for the Blind and was named the subregional library of the year in 2014 by the Library of Congress.

Recorded format is available on digital cartridges. Large print catalogs are also provided. All materials and equipment are mailed postage-free.

**Talking Books Library**
Library Annex, 4289 Cherry Road
West Palm Beach 33409
561-649-5486 or 1-888-780-5151 (Toll-free)
Email: talkingbooks@pbclibrary.org
*By appointment only.*
[www.pbclibrary.org/services/talking-books](http://www.pbclibrary.org/services/talking-books)

**TDD (TELECOMMUNICATIONS DEVICE FOR THE DEAF)**
*See: Deaf Resource Center*

**TEENS/YOUNG ADULT SERVICES**
Each library provides a special collection of books, magazines, and other materials for people ages 12-17.
Teens can enjoy special monthly programs throughout the year. Contact your nearest branch for more information.

TEMPORARY RESEARCH ACCESS CODE (TRAC)

Service area residents can have instantaneous access to the majority of our Electronic Databases. Once you apply, the system will email you a unique access code, valid for 30 days. If a TRAC is lost or expired, patrons only need to reapply to get a new code — it’s that easy.

Patrons interested in obtaining a library card will follow the normal procedures.

TRAC users will not have access to downloadable eBooks, eAudiobooks, eMusic, eMagazines, or eMovies and TV (users will need to get a library card to place holds, checkout materials or use eBooks or other downloadable/streaming content).

TUTOR.COM & SKILLS CENTER

Now students and adult learners can get the help they need — quickly — from a subject expert, and absolutely free! Online users will learn, one-on-one from subject experts in basic math, language arts, algebra, geometry, calculus, earth science, biology, chemistry, physics, and social studies.

- Connects the student to a tutor for up to 20 minutes.
- Spanish speaking tutors available for help in math and science.
- Find homework resources, prepare for standardized tests and find career resources in the Skills Center 24/7.
- Log on at any Library System location or from home with your library card.

Tutors are certified teachers, university professors, graduate school students, students at accredited four-year colleges, and professionals who are experts in their fields. All of the Live Homework Help tutors have received a comprehensive background check and reference check and have been certified through the Tutor.com Training Program. Available Sun-Thu, 3:00-9:00 pm, and Sat, 2:00-7:00 pm.

www.pbclibrary.org

VOLUNTEEN PROGRAM

A VolunTeen Program is offered during the summer for youth, ages 12-18, who provide assistance with the Summer Reading Program. Registration begins May 01. Space is limited. Contact youth services at your library location.
Volunteer Services
561-233-2766 or 888-780-4962 (Toll-free)

Main Library
3650 Summit Blvd.
West Palm Beach 33406
Hours: Mon-Fri, 8:00 am-5:00 pm

VOLUNTEER SERVICES
Library System services are enhanced by the contributions of volunteers who donate their time in our libraries and outreach programs. Each year, more than 1,000 adult and youth volunteers join the program at our 18 locations throughout Palm Beach County.

Volunteer Opportunities:
• Audiovisual Repair Assistant
• Book Donation Assistant
• Book Repair Assistant
• Books-By-Mail Assistant
• Circulation Assistant
• Clerical Assistant
• Computer Coach
• Digitization Assistant
• Display Assistant
• Greeter
• Program Assistant
• Reference Assistant
• Self-Checkout & Holds Assistant
• Shelf Reader
• Shelver
• Spanish Language Assistant
• Special Projects
• Talking Books Assistant
• Technical Services Assistant
• Telephone Assistant
• Youth Services Assistant

Volunteers should have a sincere desire to learn and support library services. Youth volunteers must be 12 years or older. A commitment of two hours, one day a week, on a scheduled weekly basis is the minimum requirement. Orientation and training is held at the library location where you will be volunteering. Training is provided on the job while working side-by-side with library personnel. Volunteer applications are available at any Library System location. Visit www.pbclibrary.org/volunteer.

Volunteer Services
561-233-2766 or 888-780-4962 (Toll-free)

Main Library
3650 Summit Blvd., West Palm Beach 33406
Hours: Mon-Fri, 8:00 am-5:00 pm
The Library offers free wireless Internet access (Wi-Fi) at all branch locations for patrons to use with their own personal laptop computers and other mobile wireless devices.

Wi-Fi service is accessible during normal library hours, Monday through Sunday, and is filtered to comply with federal Children’s Internet Protection Act regulations.

The Library System’s “Acceptable Use Statement and Electronic Access to Information Policy” for the wireless network may be accessed at www.pbclibrary.org/free-wifi.

Wi-Fi connection tips and Frequently Asked Questions (FAQ) sheets are available at all branches. Library staff cannot provide technical assistance in configuring your personal wireless device or in troubleshooting access problems. Printers are not available via the wireless connection. If Wi-Fi users need to print, save your work on a CD, USB drive, or email files to your address, and then sign up for one of the Library’s public workstations to print.