Welcome to the

Independence Public Library

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Hours and Contact Information

Vision: Be an essential component, providing relevant services and engaging people community-wide.

Mission: To strengthen our community by providing an environment where exceptional service, relevant resources, and inspirational opportunities lead to personal growth and collaborative development.

Independence Public Library

Library Hours:

Monday	9:30 am - 8:00 pm
Tuesday	9:30 am - 8:00 pm
Wednesday	9:30 am - 8:00 pm
Thursday	9:30 am - 8:00 pm
Friday	9:30 am - 5:00 pm
Saturday	9:30 am - 4:00 pm
Sunday	1:00 pm - 4:00 pm

Phone	319-334-2470
Fax	319-332-0306
General email	indylib@indytel.com
Library Programs email	iplprograms@gmail.com
Website	www.independenceia.org/library
Facebook	www.facebook.com/Independence.Public.Library
Laura Blaker, Director	lblaker@indytel.com

We always appreciate ideas and feedback, so please let us know if you have suggestions or comments.

The Latest News

Receive an email called the *Library Link* delivered to your email address each Friday highlighting the events coming up as well as new tidbits about the library and how we can help you. Ask us or sign up on our webpage www.independenceia.org under the Hours and Contact Tab and click on weekly e-newsletter.

These monthly emails highlight new books for Children, Teens, Adults, and/or Grab Bag (DVDs, BRIDGES, Audiobooks, etc). Subscribe to one, all, or somewhere in between. If you subscribe to all four, you will get an email each week featuring the library's newest items!

The library's blog gives you insight into what some of the library staff are reading, thinking about, and working on. It will also give you timely information about events and opportunities.

Website www.independenceia.org/library
A comprehensive site made to provide access to many online services as well as information about programs, materials, and services.

www.facebook.com/Independence.Public.Library
Would you like to see some pictures of our activities and events? Most of our pictures are posted on Facebook as well as our events, random thoughts, and helpful information.

Bulletin Journal and Winthrop News
These two local papers cover most of our events and activities.

Digital Sign
This sign is located in front of the library near 1st Street East – read it as you are driving by!

Slide Show
The slide show above the circulation desk in the library tells you about information and events.

Cable Access Channel 9
If you subscribe to Indytel cable, tune in to channel 9 to view slides about library events and opportunities.

Call or email
Phone - 319-334-2470
indylib@indytel.com (general)
iplprograms@gmail.com (programs/events)

Services

Community Room (Large Meeting Room)

The library has a Community Room for library sponsored or co-sponsored programs. When not in use for library activities, this meeting room is available to community organizations and groups meeting the policy guidelines. It can be reserved up to two months in advance.

A person may request the Community Room by reading the policy and filling out a written application. Following receipt of the completed application, you will be notified if the request has been confirmed or denied.

Study Rooms

There are four study rooms of various sizes at the library. If a room is available, it can be checked out during your library visit. If you would like to reserve one ahead of time, please call 334-2470. Rooms can be reserved up to two months in advance and are normally limited to two hours of usage.

Reference Service

The library staff is happy to provide reference services to you. Ask us in person, by phone 319-334-2470, or through email indylib@indytel.com. We will find the answers as quickly as possible and get back to you.

Other Services offered:

- **Fax** $1.00 per page for outgoing faxes and $.10 per page for incoming
- **Scan** free to scan and email
- **Copy/Print** Black and white is $.10 per side (8½" x 11" or an 8½" x 14") or $.20 per double-sided page or for each 11" x 17" page. Color is $.50 per page.
- **Clean/Repair a personal CD or DVD** The library has a disk repair machine. Bring in your own disk and have it cleaned for $1.00 per disk.
- **Computer classes** Free computer classes are offered. If you don't see what you are looking for, please contact us so we can offer what people need.
- **Proctor** Free proctoring of exams is offered. You must arrange this ahead of time with the school and the library.
- **ILL, or Inter-Library Loan** If the library does not own an item you would like, you may request that we purchase it or borrow the item from another library. There may be a $2.00 fee to offset the shipping expenses.
- **Drive-up Book Drop** If you can't make it to the library when we are open or don't have time to come in, you are welcome to use the book drop located on the west side of the library. There are two slots, one for books and the other for DVDs and audiobooks.
- **Activities available in the library** While in the library, children's puzzles, puppets, Duplo Legos, and game pieces for the game table are available for checkout. A 500-1,000 piece puzzle is also out your enjoyment.

Program Opportunities

IPL strives to offer relevant programs that inspire, educate, and entertain! There are free opportunities for all ages. Here are some examples:

Special Programs
Author Programs
Game Days
Various Presentations
How-to Workshops
Movie Showings
Performances

Ongoing Programs
Computer Classes
Artist Showcase – 2nd weekend of month during school year
Story Time – Wed, 9:30 am during school year
Rhyme Time – Thurs, 9:30 am
Book Discussions – 4th Tuesday at 6:30 pm
Cards 'n' Convo – 1st & 3rd Tuesday at 1:00 pm

Summer Reading Program
The summer reading program is available for all ages with a program for babies, children, teens, and adults. Sign up to read, receive incentives, and be entered into prize drawings. There are also many interesting events offered as part of the summer program.

How can you find out what's going on?
Check our website at www.independenceia.org/library to see upcoming events.

Receive an email called the *Library Link* delivered to your email address each week highlighting the events coming up the following week and into the future. Ask us or sign up on our webpage www.independenceia.org/library by going to the Hours and Contact Tab and then weekly e-newsletter.

See "The Latest News" on pages 2-3 to find out more ways to stay in tune with the library and program offerings.

Computers, Devices and Wi-Fi

Computers

- The username is your library card number and the password is your phone number on file at the library. If this doesn't work, there could be various reasons, so ask a library staff member for help. To end your time on the computer, choose the Exit button on the tool bar near the bottom of your screen.
- Computers may be used for one hour. If the computers are not busy, an additional hour may be allowed by the system.
- You may reserve a computer for a certain day and time by calling us at 319-334-2470.
- Laptops are for use by those 13 years of age or older. Ask to check one out for use in the library at the check out counter. You must leave your library card or photo ID until you return the computer.
- Minors need written permission from a parent/guardian to use the computers.

Wi-Fi Personal Device Usage:

- Persons who bring their own laptop, tablet, or device may use the free wireless network after agreeing to the online user agreement as long as they have a valid library card.
- Use of the wireless network must conform to the acceptable use as outlined with other computers. There is no time restriction when you are using your own notebook/laptop.

Early Literacy Computers

The library has two early literacy computers that any child may use...just ask at the desk and a staff member will log the computer in for you. They are for children 2-8, have a touch-screen and special keyboard, and more than 50 educational programs for early learning!

Looking for computer/device training?

The library offers computer classes frequently. These range from beginning classes to get you acquainted with the basics of using the computer to classes on Win8, ebooks, iPads, Facebook, and more. Please tell us what your needs are so we can better meet them.

The library staff will also be happy to make an appointment so you can bring in your device for help with BRIDGES, Flipster, and other library services.

BRIDGES (Digital Books & Audiobooks) and Online Learning/Research Tools

BRIDGES offers downloadable ebooks and downloadable audiobooks to our patrons. See more information plus links to instructions on our website. Search for BRIDGES titles in Apollo, the library's catalog, or in the BRIDGES database.

Read popular magazines cover to cover on a computer or mobile device. Enjoy everything from home, fitness, garden, news, money, sports, and more. Find Flipster under Books, eBooks and More on the library's home page, www.independenceia.org/library. When you open Flipster, use Independence for the username and Library for the password.

Ancestry Library Edition is a research tool offering comprehensive, international genealogical information available online, with billions of indexed names in over 9,000 collections. Use of the database is available only in the library. Ask for help, request a class, or checkout the Learning Center in Ancestry when you need assistance.

Achieve your educational and career goals by signing up for a Learning Express Account. Do this on any computer with Internet access. Prepare for tests like the ACT, GED, TASC, WorkKeys, brush up your skills, learn how to use computer software, and more in centers like the Career Center, College Prep Center, Computer Skills, and High School Equivalency Center.

EBSCOHost will give you magazine and newspaper resources at your fingertips. Click on the link from the library website under Research and Explore and use the following username and password. Username: Independence Password: Library

The Online Book Club is a great way to expand your reading horizons! Access it from the library's website and sign up for the genres, or categories, of your choice. Monday through Friday, you will receive an email with approximately five minutes of reading. A new book starts each Monday.

The library has seven Nooks that people can check out and take home for two weeks. Six of the Nooks have over 200 popular titles for all ages and interests preloaded on each of them. The other device is an Iowa Nook, with books that have an Iowa connection preloaded for your use.

You are eligible to check out a Nook if you are a minimum of 18 years old and you have been a member of the library for 90 days or longer. You will need to take a short training and sign a User Agreement form before checking one out.

Check Out Basics

Check out Periods

- Books, Audiobooks, and Periodicals - 3 weeks
- DVDs and Cake Pans (character and shape cake pans) – 1 week; limit of 5 DVDs per household at one time
- eReaders - 2 weeks (no renewal)
- BRIDGES (ebooks and downloadable audiobooks) – 2 weeks

Renewals

- Unless there is a reserve on a material, the material may be renewed.
- On any material renewal, the new term starts on the day of renewal.
- Materials of all types may be renewed no more than two times.

Fines

- Printed material and audiobook fines are assessed $.10 per day.
- DVD fines are assessed $1.00 per day.
- Cake pan fines are assessed $.50 per day.
- eBooks and downloadable audiobooks will be returned automatically when due. There are no fines.
- eReader fines are assessed $2.00 per day.
- The maximum fine on a material is $5.00 with the exception of the eReaders.
- Cardholders with fines or fees of $10.00 or more and/or overdue materials may not check out library materials, equipment, study rooms or the Community Room.

Tips when you can't find what you are looking for:

- **Reserve** an item the library owns but is checked out online through your Apollo account (See "Using Apollo, the Online Catalog" on p. 10) or by contacting the library. You will be notified when the item is available for you.
- IPL cooperates with other Iowa libraries to enable borrowing between libraries. If we don't have an item that you would like, we may be able to borrow it or purchase it. A $2.00 fee to help cover shipping costs may apply.
- We are glad to help, so please ask us!

See "Using Apollo, the Online Catalog" on page 10 for information about accessing your account online as well as renewing, reserving, and setting up notifications.

Using Apollo, the Online Catalog

Apollo is the library's catalog and checkout software. Below is an introduction of Apollo and some of its features!

Get to the Catalog:
Look for the Apollo Logo on the library's home page or click on the Catalog tab to get to the library's catalog.

Log in:
Log into your account with your library card number and any telephone number listed on your library account. If this doesn't work, there could be various reasons, so ask a library staff member for help. Stop in or call 319-334-2470.

Once Logged in:

- Reserve, renew, and request items. If you are unable to renew your item, it is on reserve for another customer or you have reached the two renewal limit.
- Choose how to be notified of overdues, reserves, and items that will be due in three days.
- Sign up to be on an automatic reserve list for your favorite authors. In Reserve Express, choose from Grisham, Evanovich, Patterson, Macomber, etc, and be notified when it is your turn for their newest release! While in your account, go to the Reserves area and find "Have some favorite authors? Arrange to receive new books by selected authors automatically." Click on *receive new books* to get signed up for the service.

Catalog Features:

- Materials will show up in a box with a green or pink background. If it is green, that title is currently available. If it is pink, it is checked out.
- When searching the catalog, note that the BRIDGES items, the electronic downloads of ebooks and audiobooks, are listed in the catalog. Link directly to the title you want in the BRIDGES database! You can search both our print and digital book and audiobook holdings in one place.
- Go to "See What's Hot" in the upper left corner of the catalog to find audios, DVDs, or other items that have been newly added to the library collection.
- Try the Mobile Mode on your iPhone or smartphone. It's an easy way to access the catalog.