

Use our Events Calendar and attend programs to improve skills and satisfy curiosity.

- Arts and cultural heritage
- Book Clubs
- Book Sales
- Books and authors
- Computer classes
- Games and gaming
- Storytimes and Baby Storytimes
- Adult and children’s reading programs

Enjoy other library customer benefits.

- Homework Rescue, online tutoring and homework help for students and adults
- JobNow, online job coaching and resume assistance for job seekers
- Museum Adventure Pass, free admission to Twin Cities cultural destinations
- Collectors’ Corner Neighborhood Trading Place, natural objects earn points to trade for other collectables
- Power Check Energy Meter, measure electricity used by appliances

Use our meeting and conference rooms to host nonprofit groups or meetings. Call any branch for availability and reservations.

If you are physically unable to visit a library, use our *At Home Delivery* and enjoy library materials by mail. Phone 651-275-8500 for information.

Use *Interlibrary Loan* to borrow titles that are not owned by Washington County Library.

Titles may be requested from other libraries in Minnesota through MnLINK Gateway or outside of Minnesota through Ask a Librarian. Feature films are not available through Interlibrary Loan.

Borrower Services

Loan periods

- 3 weeks for books, magazines, audiobooks and CDs
- 1 or 2 weeks for Law Library materials
- 1 week for DVDs

Request first available copy

Request titles from any branch for pick-up at your preferred branch or Library Express using the online catalog or Ask a Librarian. Popular titles may have waiting lists. Feature films released within the past two years and reference books are not requestable.

Renew materials

Loan periods for most borrowed materials may be extended twice. Items with waiting lists, feature films produced within the past two years and interlibrary loans cannot be extended. Renew materials online at www.co.washington.mn.us/library or through Ask a Librarian.

Return materials

Book returns are open 24/7 at all branches. Materials may also be returned to any public library in the Twin Cities metro area. Items returned at other metro libraries remain on your account until they arrive back to Washington County Library.

Limits

To share library resources in a fair and timely manner, there are limits for any library account at one time.

- 3 eBooks
- 10 MnLINK (interlibrary loan) requests
- 20 title requests
- 25 overdue items
- 100 total items

Borrowing privileges are suspended when limits are exceeded.

Notices

Washington County Library sends courtesy email or mail notices for...

- Materials nearing due date (email only)
- Overdue materials
- Lost materials

A final billing notice is sent at six weeks overdue for unreturned three-week loans and at three weeks overdue for unreturned one-week loans. The final notice is a bill for the replacement cost of materials plus a nonrefundable \$8 recovery fee for each item. 30 days after the final notice is sent unpaid charges of more than \$50 are sent to Washington County for debt collection.

Card holders should update their email and mailing addresses in person.

Fees

- \$3 for a replacement library card
- \$60 a year for a library card for non-Minnesota residents or Minnesota residents whose city or county does not participate in a Minnesota regional library system
- Replacement cost for damaged items
If a library item is returned in a condition that makes it unusable, it is considered damaged.
- Replacement price for unreturned or lost items. Items that check out for three weeks are considered lost when they are six weeks overdue. Items that check out for one week are considered lost when they are three weeks overdue. If a library user pays for an item, and later finds the item, the payment will not be returned.
- \$8 recovery fee for each item that is not returned before being considered lost. To avoid the \$8 recovery fee, return items by their due dates or renew items that you want to keep longer. If you misplace, damage, or lose a library item, pay the replacement price before you receive a bill for the item.
- 10 cents per page for photocopies
- 15 cents per page for printing from PC
- 70 cents per page for color photocopies (Hardwood Creek Branch only)

If you have unpaid fees on your library account, borrowing privileges are suspended until the fees have been resolved.

Washington County Library does not charge daily fines for overdue materials.

Governance

Washington County Library is a department of Washington County. It is supported by property taxes. Library policy and funding is set by the Washington County Board of Commissioners who appoint a seven-member Library Board to advise them.

Read Learn Enjoy @ Washington County Library



Washington County Library

Patricia Conley, Director
8595 Central Park Place
Woodbury, MN 55125
651-275-8500
651-275-8509 Fax
www.co.washington.mn.us/library

www.co.washington.mn.us/library

Your Library Guide

Get a library card

Anyone who lives in or pays property taxes to Washington County is entitled to a free library card in Washington County. Your library card is accepted at all Washington County Library branches and Library Express, Washington County Law Library, Stillwater Public Library and Bayport Public Library.

To receive your library card, provide proof of your current address at any branch.

Privacy Rights Advisory

In accordance with the Minnesota Government Data Practices Act (Minn. Stat. §13.40) all the information you give the Library is classified as "private" information. Only your name is public information. The Library cannot give any private information about you or your library account to anyone outside the public library system without your written permission, a court order or as otherwise authorized by law. You have access to all the information in your library account.

In order to give you a library card, Washington County Library must ask you to give us certain private information. The Library retains this information in order to keep track of library materials and conduct other library business. If you choose not to provide this information, we cannot give you a library card.

The Library can share this information with other public libraries in order to conduct regular library business; however, these libraries are also subject to the same restrictions on sharing private information.

If you are under the age of 18, private information in your library account can be shared with your parents or guardians unless you have requested that information in your library account be withheld from them and that request has been approved. You may make such a request of the County Attorney who will approve a request after determining that it is in your best interest. You must make this request in writing. The form is available at any Washington County Branch Library.

Minnesota statutes (Minn. Stat. §13.40, subd. 2b) allow the Library to release requested materials to another person who resides at the same address as the person making the request. However, you may request that materials not be released to anyone other than yourself.

Library Services

Use our web site and catalog to discover new and classic titles that inform and entertain.

- Over 500,000 books, magazines, audiobooks, DVDs and CDs
- Early literacy, parenting, book club and life event kits
- Online resources including ebooks, magazine and newspaper articles, downloadable audiobooks and information databases
- Grace Grady Books and Reading Page, suggested reading and book lists
- BookFlix, interactive online books for kids

Use Ask a Librarian to answer questions or find titles.

- Chat Online and connect with librarians 24/7
- Email a question and receive an answer within 48 hours
- **Phone 651-731-1320** and consult with a librarian during open hours
- Consult with a librarian in-person at any Washington County Library branch
- Ask a Law Librarian if you have a question about legal research

Use our computers to connect to the digital world.

- One hour daily PC access to the Internet and Microsoft Office 2007
- Laptops for in-library use
- Or bring your own portable computer and connect to our wireless network