

Plainedge Public Library  
1060 Hicksville Road  
Massapequa, NY 11758  
735-4133

## **LIBRARY POLICIES & REGULATIONS**

Book fines are 10 cents a day for adult overdues and 5 cents a day for children's overdues.

Most books are loaned for 4 weeks. New fiction books are loaned for 14 days or 28.

Videocassettes and DVDs are available for 2 days at **NO CHARGE**. Overdue fines are \$2.00 per day per item.

Videocassettes, Books on Tape, CD Roms and DVDs may not be deposited in the book drop.

### **Library Hours**

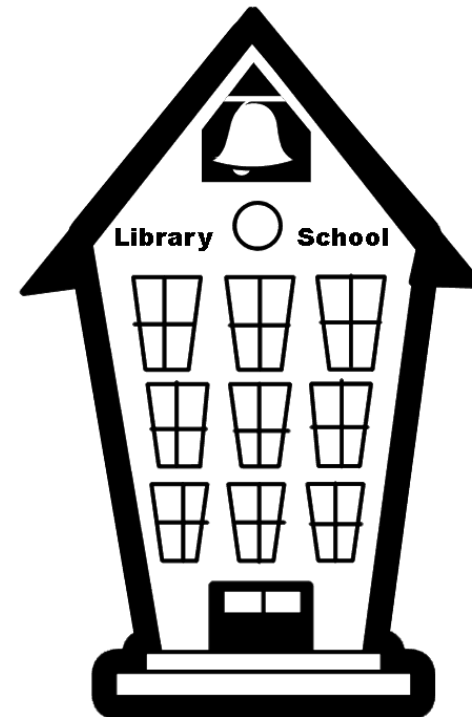
Monday	9:00 am – 8:45 pm
Tuesday	9:00 am – 8:45 pm
Wednesday	9:00 am – 8:45 pm
Thursday	9:00 am – 8:45 pm
Friday	9:00 am – 5:45 pm
Saturday	9:00 am – 4:45 pm
Sunday – October – May	1:00 pm - 4:45 pm

**Side by Side**

# **PLAINEDGE PUBLIC LIBRARY**

**and**

# **PLAINEDGE PUBLIC SCHOOLS**



## **How to Obtain a Library Card...**

- Schoolteachers who live within Nassau County may use their home Library card to borrow materials. Teachers who reside outside of Nassau County may come into the Plainedge Public Library for an application. Proof of school district employment is required to obtain a Library card.
- Compact discs, DVDs, videos, cassettes and books may be borrowed for classroom use. The same policies, procedure and rules regarding loan periods, fines and fees that apply to the general public also apply to materials borrowed by teachers for classroom use. Personal reserves cannot be placed for in-demand books. However, reserves will be taken for materials needed for classroom use.
- Before a class visit, parents should complete an application for children's cards.

## **Reference Services: Ask and We Will Answer!**

- We can suggest useful resources for assignments.
- You need only ask for assistance and our librarians will provide both you and your students with Library materials to meet all assignment needs.

## **Class Assignments**

- Before an assignment is given, it is helpful if teachers verify available resources at the Library.

## **Multiple Book Titles**

- Let us know before an assignment is given that requires multiple copies of the same title. We will make every effort to obtain the needed books. May we suggest that alternate book titles be permissible instead of just one?

## **Class Visits**

- You may schedule a picture book program, research period or tour of the Library. Students can check out books and other materials during the class visit.

## **Computer Use**

- Computer demonstrations will be provided. Appointments to use the personal computer can be made with the Children's Department. Our software menu features educational games, word processing and informational databases.

## **On-Line Databases**

- Our homepage, [www.plainedgelibrary.org](http://www.plainedgelibrary.org), hosts a variety of informational on-line databases. With your Library card barcode and your home computer you have access to all types and kinds of information, including encyclopedias, almanacs, business and medical information, news and current events, and the full text of hundreds of periodicals and magazines.

