

Port Jefferson Free Library **GUIDE TO SERVICES**



WELCOME!

This Guide will help familiarize you with your home library. The Port Jefferson Free Library is here to enrich your life. The staff offers expert assistance to educate, inspire, inform and entertain you. The Library is governed by an elected Board of Trustees, who provide a vital link between the Library and community. Your comments and suggestions are welcome.

BOARD OF TRUSTEES

John Grossman	President
Christian Neubert	Vice President
Susan Prechtl-Loper	Financial Officer
Tracy J. Stapleton Esq.	Secretary
Lisa M. Ballou	Trustee
Joel Rosenthal	Trustee
Carl Siegel	Trustee
Thomas Donlon	Library Director



Port Jefferson Free Library

100 Thompson Street • Port Jefferson, NY • 11777

portjefflibrary.org

Main Library: (631)473-0022 • Teen Center: (631)509-5707 • Fax: (631)473-4765

Email: adref@portjefflibrary.org

Updated: July 2017

MISSION STATEMENT

The mission of the Port Jefferson Free Library is to be a place of lifelong learning where the community gathers to share and obtain open access to information, services and entertainment, through literature, programming, facility use and outreach.

LIBRARY POLICIES: A complete list of library policies can be viewed online at portjefflibrary.org.

LIBRARY NEWSLETTER

The newsletter is mailed out to Port Jefferson, Miller Place, Mount Sinai, and parts of Sound Beach on a bi-monthly basis. Registration for Adult programs is open to PJFL cardholders ONLY for the first week of registration. Non-residents with valid library cards may then register. Please refer to Children's and Teen sections for their registration guidelines. View our events calendar and register for upcoming programs through our website. Library programs are listed in the newsletter by department. Audio files and a PDF version is available on our website.

ASSISTIVE SERVICES AND ACCESS FOR PEOPLE WITH DISABILITIES

The Library is accessible to persons with disabilities by providing an elevator, handicapped parking, automatic doors, accessible rest rooms and book stacks. We offer a diverse collection of large print materials and audiobooks, computer screens with large print, a Video Eye reading machine, Reading Edge Scanner, and home outreach services. Access to the Library of Congress Talking Books program for visually impaired individuals is also available.

Browsealoud: Speech, reading, and translation support is available on our public computers and website with Browsealoud. Personal sound amplifiers are available if you have difficulty hearing in our programs.

Music & Memory, a personalized music therapy program, is available for PJFL cardholders living with Alzheimer's & related Dementias. Contact Reference for information.

Talking Books: The Andrew Heiskell Library provides talking books and magazines and braille for people who are blind, visually impaired, or are otherwise physically unable to read standard print. Receive special format audio equipment and audiobooks for free through the US Postal Service. Contact Reference for more information.

LIBRARY CARDS

Your library card provides 24/7 access to your account and a wide variety of valuable online resources. View checked out items and due dates, renew items, and pay fees online. Additionally, your card provides the convenience of access to any library in Suffolk County. Borrowing privileges vary and some limitations may apply.

Membership to the Library is free to residents of the Port Jefferson Union Free School District. Miller Place and Mount Sinai School District residents have the option to elect membership in either the Port Jefferson OR Comsewogue Library each year. ****Active membership may not be established in both libraries.***

*To apply, patrons must present any **TWO** of the following items which list both their name and address within the Library's service district.*

Items must be current:

- NYS driver's license or non-driver's ID
- NYS auto registration or insurance card
- Federal, State, County and/or Town Government issued ID
- Property tax receipt
- Statements (utility, bank or credit card dated within 60 days)

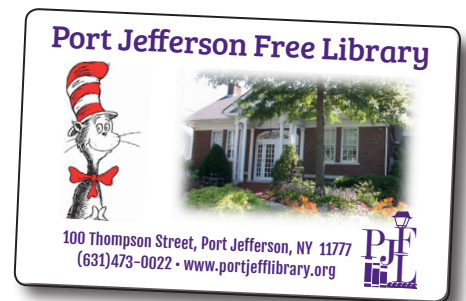
All children are encouraged to have a library card in their name.

Parent must apply for a minor child. Please notify the Library immediately of any change of information or if the card has been lost or stolen. Lost or damaged cards will be replaced at a cost of \$1.00.

CIRCULATION & CARE OF LIBRARY MATERIALS

The Circulation staff is happy to assist library patrons with checkout and return of materials as well as any questions or concerns regarding their library card accounts. Each patron must present their own library card in order to access library services. For additional convenience, a self-check station is available in the Children's room and the Teen Center and a password is required. Book and media drops are located at the main building's entrance for return of materials when the Library is closed.

Borrowers are responsible for protecting library materials from conditions which may damage them. Items which are lost, damaged or missing parts will be charged at full retail. Replacement items cannot be accepted.



ITEM RENEWAL

Most library materials may be renewed upon request. Renewals are not permitted if items have already been renewed six times, are on hold/reserved, or are billed. If there are no requests, all 3-day DVDs, 3-day Blu-rays and video games may be renewed one time. Renewal requests may be made online via the Library website, by telephone, at the Library's OPACs, self-check stations or at the Circulation Desk.

LOAN PERIODS AND ITEM LIMITS

In order to provide the greatest possible access, the Library reserves the right to restrict circulation of certain materials including, but not limited to, reference books, newspapers, library equipment, and high demand items. The loan period for most library materials is 28 days.

Some specific loan periods are as follows:

3 Days: New DVDs/Blu-rays, Holiday DVDs/Videos, Classic Disney Collection & Museum Passes.

7 Days: Regular DVDs/ Blu-rays, Video Games.

14 Days: New Books, Magazines, Music CDs, Launchpads, Kindle Paperwhites, Chromecasts

Some specific item limits for check out are as follows:

New DVDs/New Blu-rays/ New Music CDs: 6

Regular DVDs & Music CDs: 20 (Of the 20, a maximum of 6 may be NEW)

Video Games: 3



EXTENDED USE FEES

There are no fines on most Port Jefferson Free Library items. An extended use fee of \$1 per day with a maximum of \$10 per item will apply on high demand and specialty items, including but not limited to 3 day DVDs, video games and portable electronic devices.

Reminder notifications are sent 7 days after the due date. If items are not returned, a final notice and bill for replacement costs will be sent 14 days after the due date, at which time borrowing privileges will be suspended. Charges will be waived once items are returned. Items that are lost, damaged or overdue longer than 6 months will be charged at full retail. Overdue fines for specialty materials as previously stated will not be waived. Borrowing privileges will be suspended on accounts carrying a balance of \$10 or more.

Loan rules and fine schedules of owning libraries will apply for any items borrowed via Interlibrary loan.

INTERLIBRARY LOANS & RESOURCE SHARING

Your library card provides access to a wide variety of collections. Items that are not immediately available within the Library may be acquired through our Resource Sharing and Interlibrary Loan services. Speak with our Reference staff, or view the County Catalogue to place your request through our website.

COMPUTER, COPY SERVICES & 3D PRINTER

Access to the Library's computers allows you to use the internet, access e-mail, read online newspapers and magazines, use software programs and use the library's online offerings and databases. Easy wireless access to the internet is available for individuals who bring their wi-fi enabled devices. The Library has a charging station and outlets can be found at desks in the Study Porch. Chargers are also available for check out as well. The Library also has laser printers to print your papers or important articles. Color and black and white copiers are available and applicable printing fees apply. Library copy machines have the ability to scan and/or print items to/from a Flash drive. A fax service is available. \$1.25 US/ \$3 Mexico & Canada per transmission. 3D Printer: Submit a file to be printed into an object from our website. Fees apply.

DOWNLOADABLE AND STREAMING SERVICES

Download ebooks, audiobooks, music, movies, magazines and articles from the Library webpage to your computer or device. These services are available 24/7.

DEVICE ADVICE

By appointment, the reference staff will help you use your personal device. At any time they can assist with the Library's e-Resource Collection in addition to using the Library's in-house collection of reference materials. Suffolk Historic Newspapers and the Port Jefferson Echo newspaper are also available online.



CHILDREN'S SERVICES DEPARTMENT

Year-round programming for children from birth to 12 years:

Early Literacy, story times, Parent/Toddler Workshop, parenting programs, crafts, book discussions, STEAM activities, live family entertainment, Tween Make-It Club, Summer Reading Programs and more! The schedule of Children's programs can be found online in the calendar of events or in the newsletter. Registration for programs is limited to PJFL cardholders until one week from the program date. The Children's Department is a welcoming, fun place with areas specifically geared for babies, toddlers, early elementary and Tweens. Offerings include child friendly computers and iPads, puzzles, Lego table, Make-it Kits, book displays, a coloring table & more!



The Children's Collection includes:

- Juvenile fiction and non-fiction titles
- A vast array of online resources & research databases
- Theme, literacy, animal, and character kits
- Teachers' Corner: a wealth of ideas for teachers
- Parents' Collection: materials to support all aspects of child rearing
- Audio Visuals: Books on CD, Playaways, Bookpacks, DVDs, Blu-Rays, Launch Pads, and Video Games
- Make-It Collection: make, build, create and more with instructional books on all areas of interest

Homework Help:

Need help with your math, science, reading, writing, social studies, or foreign language homework? Work with a live tutor online through our free *Brainfuse* service. In addition to homework help, *Brainfuse* offers writing labs and even allows you to submit essays and book reports for constructive feedback. Visit the Homework and Research area of our website for more information.

TEEN CENTER

The Teen Center is located directly across the street from the Main Library at 150 East Main Street. Programming is open to PJFL Teen Library cardholders **ONLY** (Up to 17 years of age).

The Teen Center collection includes:

- Fiction Books, books on CD and Playaways
- DVDs, Music CDs and video games
- College and test preparation resources
- Laptops (For use in the Teen Center only)
- PS4, Wii U, Xbox, Board Games, Sphero, Make-It Lab with various activities



A variety of teen-friendly programming includes STEAM programming, crafts, gaming, movie nights, Summer Reading Program, as well as opportunities for community service credit. The Teen Center also provides access to titles for local Summer Reading assignments. Check our website, or the library newsletter for a list of current programs. Sign up online or call to register: (631)509-5707.

ADULT REFERENCE DEPARTMENT

Year Round Programming for Adults ages 18 and up: Lectures, arts & crafts workshops, cooking classes, computer classes, book discussions, health and wellness programs, defensive driving, author visits, live entertainments, reading programs and so much more!

The Adult Collection Includes:

- Fiction, non-fiction and biography titles
- Large Print titles
- Selection of Local Author publications
- Graphic Novels
- Language and Literacy Center
- Careers & Exam Materials
- Reference Collection and Microfilm
- Video Games, DVDs & Blu-Rays
- Audiobooks, Music CDs
- Puzzles, Kindle Paperwhites, Chromecasts

HOME OUTREACH SERVICE

Don't let temporary or permanent illness and/or a physical disability stop you from experiencing the wonders of the library! Those who are home bound may sign up for our Home Outreach Service and have your items delivered free of charge.

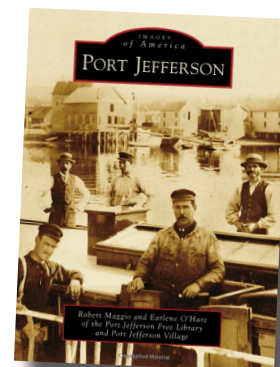
MEETING ROOM & LIBRARY DISPLAY USAGE

The Library has meeting rooms and display areas available for use by community members and groups. There is no charge for room use, but activities must meet Library guidelines and reservations are required. To reserve a room, call the Reference Department to check availability. You must fill out a "Display Form" which may be downloaded from our website. You may also display your artwork in our front lobby display cases or our lower level meeting room.

OUR LIVING HERITAGE

Our Living Heritage is a series of Heritage, Genealogy and Local History programs that combine traditional library services and seeks to bring them to life. Our goal is to preserve and disseminate the history and knowledge of the local surrounding communities. We support this mission through public education programs, collections and a local research center; in addition to partnering with local institutions.

Stop by the Used Book Shop to pick up a copy of Arcadia Publishing's *Images of America: Port Jefferson*. The Library and the village of Port Jefferson played an instrumental role in the release of this visual history of Port Jefferson.



Our *Wall of Honor Veterans Project* remembers the service of residents in photos, print, audio and video.

MUSEUM PASSES

The Library has passes to over a dozen area museums that PJFL cardholders may visit for free. For more information about current museum passes, you may call, check the Library's or pick up a brochure with more details. *Patrons must abide by the conditions that each of the museum locations has set forth.*

CHECK-OUT DISCOUNTS

In partnership with the PJ Chamber of Commerce, many local businesses have generously offered discounts on their services and merchandise to PJFL cardholders. For details and a complete list of participants, pick up a brochure or visit our website.

FRIENDS OF THE PORT JEFFERSON FREE LIBRARY

Organized in 1998, The Friends of the Port Jefferson Free Library have actively supported the Library with special events and programming over the last few years. In 2007 the Friends of the Port Jefferson Free Library took on their largest venture and volunteered to support a used book shop located at 150 East Main Street in Port Jefferson. This book store houses a beautiful collection of gently used books being offered for minimal donations. The Friends of the Library is a group of individuals, families, and organizations working to improve the Library's facilities, technologies, collections, and special programs to benefit the community.

The Friends of the Library donations at work:

- Ongoing Book Sales at Used Book Shop
- Family Carnival
- Authors Unlimited
- Summer Reading Events & Prizes
- Gaming Systems
- Music Programs
- Dickens Festival Events
- Cultural Program Events
- Device Advice Promo Materials
- Veterans Memorial Project

USED BOOK SHOP HOURS

Monday-Friday:
10:00 AM - 8:00 PM

Saturday:
9:30 AM-5:00 PM

Sunday:
1:00-5:00 PM

Visit us on the web:

sites.google.com/a/portjefflibrary.org/pjfriends



HISTORY OF THE PORT JEFFERSON FREE LIBRARY

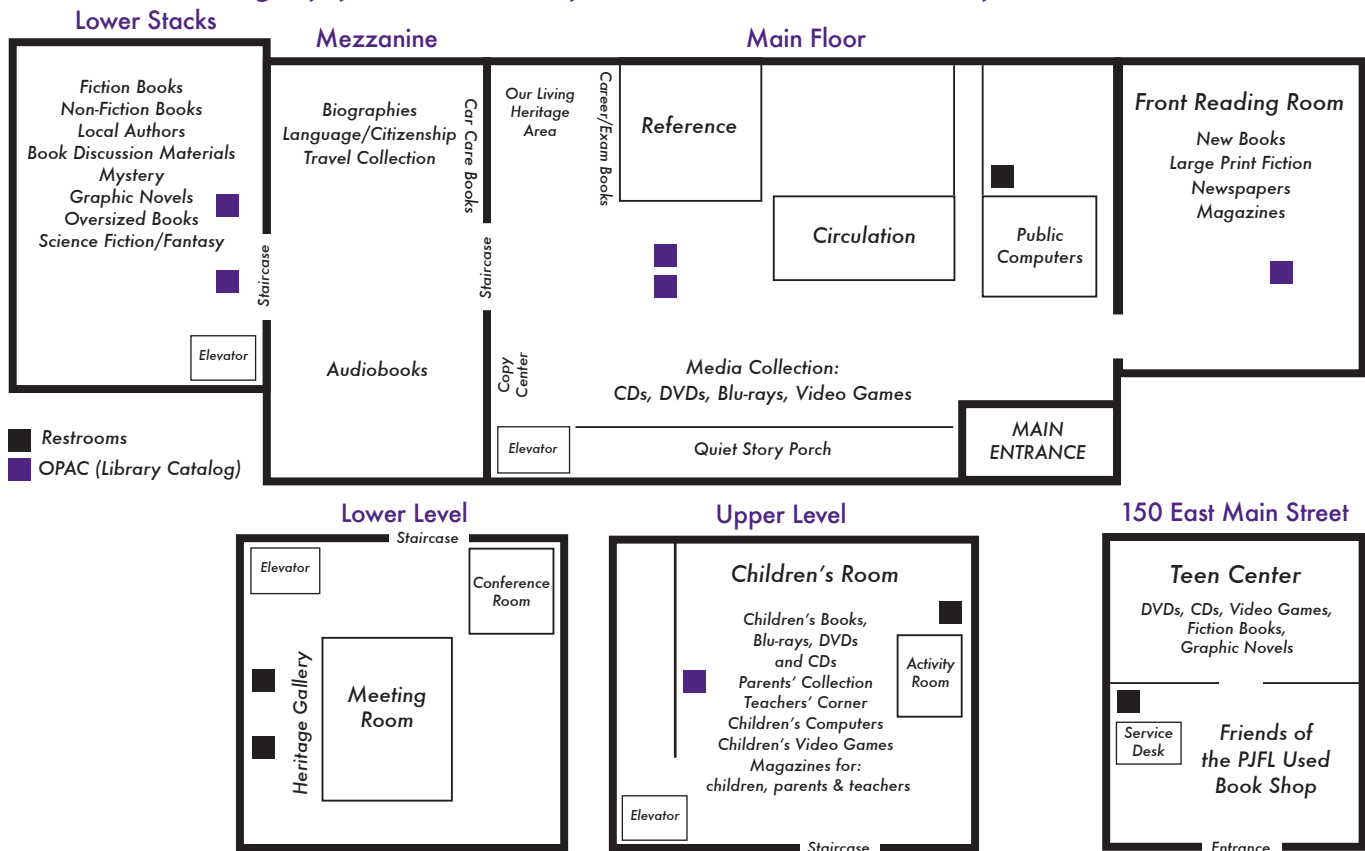
The Library was founded in March 1908 by the Ladies Literary Society and was organized as a reading room. Membership grew and on November 22, 1909 the library incorporated under the name of the Port Jefferson Free Library Association. The original library was located on the second floor of the Robbins store, which stood at what is now the southwest corner of East Main Street and East Broadway. In 1910, the Good Templar's Hall on East Main Street, was purchased for use as a library building. In 1911 the library received its permanent charter from the State of New York, and in 1912, the absolute charter.

The construction of the present building on the corner of Thompson and East Main Streets, began in 1924. It was officially opened the following year. In 1967 an addition of approximately 14,000 square feet was constructed on land that had been donated to the Library in 1947 by the news commentator H. V. Kaltenborn.

On November 2, 1997 a new 8,500 sq. ft. addition was officially dedicated. The space provided the Children's Library with its own activity room; book stack area, a quiet study porch, a gallery hall and elevator. The renovations allowed for restoration of the original 1924 building as an adult reading room. Several years later in 2003 an enclosed atrium was constructed as a protected entry.

The Library is chartered to serve residents of the Port Jefferson Union Free School District #6, and provides a public facility that extends services and borrowing privileges to library cardholders of all Suffolk County Libraries. The Library, along with the Comsewogue Public Library provides full library services to the residents of the Miller Place and Mount Sinai School District on a contract basis. In 2005 the Library building was officially placed on the National Register of Historic Places, a distinction designating it as worthy of preservation and restoration.

PORT JEFFERSON FREE LIBRARY FLOOR MAP



LIBRARY HOURS

MAIN LIBRARY 100 Thompson Street (631)473-0022		TEEN CENTER 150 East Main Street (631)509-5707		SUMMER HOURS
Monday-Friday	9:30 AM-9:00 PM	Monday-Friday	10:00 AM-8:00 PM	Memorial Weekend-Labor Day: Closes at 5:00 PM on Fridays June-Labor Day: Closed on Sundays
Saturday	9:30 AM-5:00 PM	Saturday	9:30 AM-5:00 PM	
Sunday	1:00 PM-5:00 PM	Sunday	1:00 PM-5:00 PM	

HOLIDAY CLOSINGS

New Year's Day, Presidents' Day, Easter, Mother's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, Black Friday, Christmas Eve, Christmas Day, New Year's Eve