

# Port Jefferson Free Library

## Guide to Services



Welcome to the Port Jefferson Free Library.

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 the community. Your comments and suggestions are always welcome.

### BOARD OF TRUSTEES

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<b>Jenny Bloom</b>	<b>Library Director</b>



## Port Jefferson Free Library

100 Thompson Street • Port Jefferson, NY • 11777

[portjefflibrary.org](http://portjefflibrary.org)

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

Email: [info@portjefflibrary.org](mailto:info@portjefflibrary.org)

## MISSION STATEMENT

The mission of the Port Jefferson Free Library (PJFL) 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/about/policies](http://portjefflibrary.org/about/policies)

## LIBRARY NEWSLETTER

The newsletter is mailed 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 when the newsletter is released. Non-residents with valid library cards may then register on the date specified. Please refer to Children's and Teen sections for their registration guidelines. View our events calendar and register for upcoming programs through our website. PDF versions of our newsletters are 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.

- **Music and Memory**

A personalized music therapy program is available for PJFL cardholders living with Alzheimer's and related Dementias. Contact Adult Services for information.

- **ReachDeck**

Speech, reading, and translation support is available on our public computers and website with ReachDeck.

- **Talking Books**

The Andrew Heiskell Library provides talking books and magazines and braille for people who are visually impaired or are otherwise physically unable to read standard print. To receive special format audio equipment and audiobooks for free through the US Postal Service, contact Adult Services for more information.

## LIBRARY CARDS

Your library card provides 24/7 access to your account, as well as a variety of valuable online resources. View checked-out items, due dates, renew items, and pay fees online. Additionally, your card provides access to any library in Suffolk County. Borrowing privileges may 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 **one** of the following items (on-line or in-person) which list both their name and address. ***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**
- **Paper or e-Statements (i.e. utility, bank, or credit card dated within 60 days)**



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

## **CARD RENEWAL**

All cards may be renewed in person or on-line with the presentation or submission of current ID. Port Jefferson Union Free School District Resident's cards expire after 2 years. Miller Place and Mount Sinai School District Resident's cards expire every year on July 1<sup>st</sup>. Their renewal period opens on June 1<sup>st</sup>.

## **CIRCULATION AND CARE OF LIBRARY MATERIALS**

The Circulation staff is happy to assist with checkout and return of materials, as well as questions or concerns regarding their library card accounts. Each patron must present their own library card or appropriate ID, to include but not limited to a driver license, non-driver ID, passport, or any government issued ID in order to access Library services.

Book and media drops are located at the main building's entrance and are open 24/7 for convenient return of materials. 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 price. Replacement items cannot be accepted.

## **ITEM RENEWAL**

If eligible, most Library materials may be renewed automatically. Renewals are not permitted if items are on reserve, long overdue, billed, or have reached the maximum number of renewals allowed. Renewal requests can be made through your "My PJFL" account on the Library's website, by telephone, 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, magazines, microform materials, Library equipment, and high demand items.

Please see our Loan Rules Table for loan details for each available item from the Library's collection at [portjefflibrary.org/borrowing-guidelines](http://portjefflibrary.org/borrowing-guidelines) or by using this QR code;



## **EXTENDED USE FEES**

There are no fines on most PJFL items. Extended use fees may apply on high demand and specialty items, including but not limited to hot spots (\$1/day), museum passes (\$20/day), and games and gadgets (\$1/day).

Reminder notifications are sent seven days after the due date. If items are not returned, a final notice and bill for replacement costs will be sent approximately 21 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 six months will be charged at full retail cost. Overdue fines for specialty materials as previously stated will not be waived. Borrowing privileges will be suspended on accounts carrying a balance of ten dollars or more.

## **INTERLIBRARY LOANS AND 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 Adult Services Librarians, or view the County Catalog to place your request through our website.

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

## COMPUTER, COPY SERVICES, AND 3D PRINTER

The Library's Public Computers allow access to the internet, use of some software and access to the Library's online offerings and databases. Wireless access to the internet and laser printers is available for individuals who bring their Wi-Fi enabled devices. The Library offers outlets; chargers are available for check out at Adult Services. The Library has laser printers (including Wi-fi printing) to print your documents. Files can be uploaded to our 3D printer and printed for a fee. Visit [portjefflibrary.org/3Dprinter](http://portjefflibrary.org/3Dprinter) for more information. Color and black and white copiers are available and have the ability to scan and/or print items to/from a flash drive. Printing fees apply. Faxing is also available at \$1.25 U.S./ \$3.00 Mexico and Canada per transmission.

## DOWNLOADS AND STREAMING SERVICES

Access eBooks, eAudiobooks, music, movies, magazines, and databases on your computer or device. These services are available 24/7. Visit [portjefflibrary.org/books-more](http://portjefflibrary.org/books-more) for details.

## DEVICE ADVICE

One-on-one appointments are available with an Adult Services Librarian to help you download eBooks, stream movies, and use databases.

## CHILDREN'S SERVICES DEPARTMENT

Year-Round Programming and services for Children from Birth to 12 Years includes story times, parent/toddler workshops, parenting programs, crafts, book discussions, STEAM activities, live family entertainment, summer and winter reading programs. The schedule of Children's programs can be found online in the calendar of events or in the newsletter. Registration for programs is required, unless noted in the description, along with a valid Suffolk County library card. The Children's Department has dedicated spaces, programs and collections specifically geared for babies, toddlers, early elementary, and tweens. Offerings include child friendly computers, puzzles, board games, play kitchen, make-it kits, video game consoles, book displays, and toys.

### The Children's Collection includes:

- Juvenile fiction and non-fiction titles
- Foreign language collection - popular picture books, J fiction and non-fiction titles in over 20 languages
- Teachers' corner - a wealth of ideas for teachers
- Parents' collection - materials to support child rearing
- Parenting picture book collection - books to read to children on sensitive topics
- Theme, literacy, and animal kits - backpacks filled with books and materials for fun and learning
- Make-It collection - make, build, and create with instructional books
- Audio visuals - books on CD, Playaways, Bookbacks, Wonderbooks, DVDs, Blu-rays, Launchpads, and video games
- Online resources and research databases for children and parents

## Homework Help

Work with a live tutor online through our free Brainfuse service for help with math, science, reading, writing, social studies or foreign language homework. Brainfuse offers writing labs and allows you to submit essays and book reports for constructive feedback. Visit [portjefflibrary.org/children](http://portjefflibrary.org/children) for more information.

## TEEN CENTER

The Teen Center is located across the street from the main Library at 150 East Main Street. Programming is open to PJFL teen library cardholders **ONLY** in Grades 6 - 12.



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### **The Teen Center Collection Includes:**

- Fiction books and Playaways
- Graphic novels and Manga
- DVDs and video games
- College and test preparation resources
- Laptops for use in the Teen Center
- PS5, Xbox series X and Nintendo Switch for use in the Teen Center
- Board games
- Textbooks for use in the Teen Center

Teen-friendly programming includes crafts, gaming, movie nights, tournaments, 3D printing, and opportunities for community service credit. Please visit [portjefflibrary.org/teens](http://portjefflibrary.org/teens), or check out our newsletter for a list of current programs. Sign up online or call to register: **631-509-5707**

## **ADULT SERVICES**

### **Passport Service**

Make an appointment with a Librarian to help you apply for a new passport or get a passport photograph. Please note we are only able to accept new passport applications (DS-11). Call Adult Services or go to [portjefflibrary.org/use-the-library/passport](http://portjefflibrary.org/use-the-library/passport) for details.

### **Year-Round Programming for Adults Ages 18 and Up**

Lectures, arts and crafts workshops, cooking classes, computer classes, book discussions, health and wellness programs, defensive driving, author visits, live entertainment, and reading programs.

### **The Adult Collection Includes:**

- |   |  |
|---|--|
| • Fiction, non-fiction and biography titles | • Careers and exam materials                         |
| • Large print titles                        | • Reference collection and microfilm                 |
| • Selection of local author publications    | • Video games, DVDs, Blu-rays, audiobooks, music CDs |
| • Graphic novels                            | • Various games and gadgets                          |
| • Language and Literacy resources           | • Puzzles, Kindle Paperwhites, Chromecasts           |

## **HOME OUTREACH SERVICE**

The Library offers home delivery for Patrons experiencing temporary or permanent illness and/or a physical disability which prevents them from visiting the Library. Inquire about our Home Outreach Service.

## **MEETING ROOM AND 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 Adult Services to check availability. You must fill out the Meeting Room Facilities form which is available at [portjefflibrary.org/use-the-library/room](http://portjefflibrary.org/use-the-library/room)

You may display your artwork in our front lobby display cases or our lower-level meeting room. For more information visit [portjefflibrary.org/use-the-library/display](http://portjefflibrary.org/use-the-library/display)

## **MUSEUM PASSES**

The Library offers a variety of museum passes that allow PJFL cardholders to visit for free. Most (not all) passes may be reserved online and printed from home. Patrons must abide by the conditions each of the museum locations has set forth. For more information about museum passes, please visit [portjefflibrary.org/use-the-library/museums](http://portjefflibrary.org/use-the-library/museums)

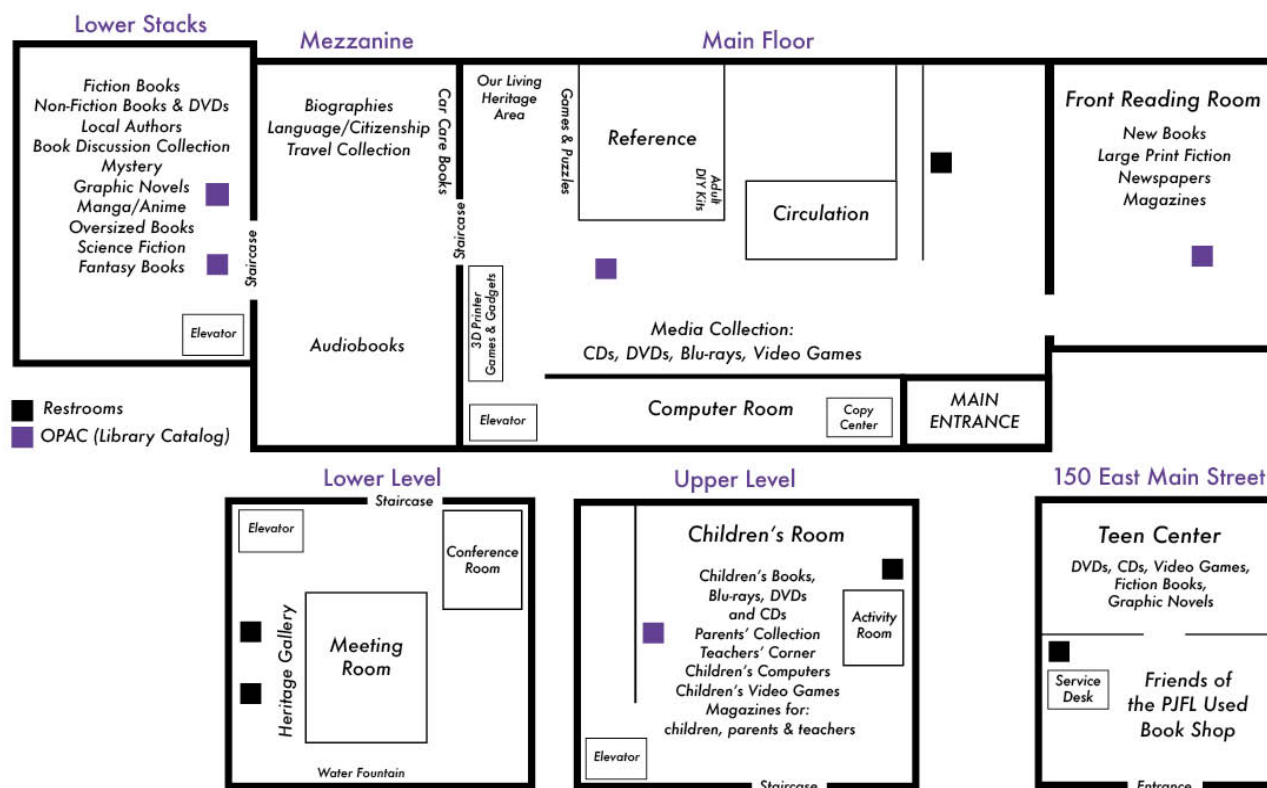
## CHECK-OUT DISCOUNTS

In cooperation 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 [portjefflibrary.org/resources/discounts](http://portjefflibrary.org/resources/discounts)

## 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. 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. For more information please visit [portjefflibrary.org/about/friends](http://portjefflibrary.org/about/friends).

## PORT JEFFERSON FREE LIBRARY FLOOR MAP



## LIBRARY HOURS

MAIN LIBRARY 100 THOMPSON STREET 631-473-0022	TEEN CENTER/ USED BOOK STORE 150 EAST MAIN STREET 631-509-5707	SUMMER CLOSED ON SUNDAYS MEMORIAL DAY WEEKEND - LABOR DAY WEEKEND
<b>Monday-Thursday</b> 9:30 AM - 9:00 PM <b>Friday, Saturday</b> 9:30 AM - 5:00 PM <b>Sunday</b> 1:00 PM - 5:00 PM	<b>Monday-Thursday</b> 10:00 AM - 8:00 PM <b>Friday</b> 10:00 AM - 5:00 PM <b>Saturday</b> 9:30 AM - 5:00 PM <b>Sunday</b> 1:00 PM - 5:00 PM	

## Holiday Closings

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