

## RESEARCH DATABASES

Learn a new language, find new authors, get car repair info, and more! You will need your library card and PIN.

A wide variety of research databases are available thanks to the Wyoming State Legislature at [GoWYLD.net](http://GoWYLD.net).

## SOME RESOURCES INCLUDE:

**Chilton Library:** Auto repair manuals.

**EBSCOhost:** A variety of topics in magazines and journal articles.

**Learning Express Library:** Job and career resources.

**Pronunciator:** 72 languages to learn.

**Mergent Intellect:** Companies, funds, and more.

Visit our libraries in Cheyenne, Burns, or Pine Bluffs to use the following databases:

**Ancestry Library Edition:** Genealogy and family history research.

**Hein Online:** Legal research.

**The Foundation Center's Funding Information Network:** Grant resources – available in Cheyenne only.

If you need assistance using the databases, tutorials are available, as well as detailed troubleshooting hints. We can assist you over the phone (307.634.3561) or in person.

## HOW TO VISIT US:

### Laramie County Library

2200 Pioneer Avenue, Cheyenne, WY 82001  
307.634.3561

#### Hours:

Monday - Thursday	10:00 a.m. - 9:00 p.m.
Friday, Saturday	10:00 a.m. - 6:00 p.m.
Sunday	1:00 p.m. - 5:00 p.m.



### The Library Cafe at Laramie County Library

307.773.7215  
[LaramieCountyLibrary.org/services/cafe](http://LaramieCountyLibrary.org/services/cafe)

#### Hours:

7:45 a.m. - 6:00 p.m.	Monday - Thursday
7:45 a.m. - 5:00 p.m.	Friday
10:00 a.m. - 4:00 p.m.	Saturday
Closed	Sunday

### Burns Branch Library

112 Main Street, Burns, WY 82053  
307.547.2249

#### Hours:

1:00 p.m. - 5:00 p.m.	Monday
10:00 a.m. - 5:00 p.m.	Tuesday
Closed	Wednesday
10:00 a.m. - 7:00 p.m.	Thursday
10:00 a.m. - 5:00 p.m.	Friday
9:00 a.m. - 12:00 p.m.	Saturday
Closed	Sunday

### Pine Bluffs Branch Library

110 East 2nd Street, Pine Bluffs, WY 82082  
307.245.3646

#### Hours:

Closed	Monday
10:00 a.m. - 7:00 p.m.	Tuesday
10:00 a.m. - 5:00 p.m.	Wednesday
10:00 a.m. - 5:00 p.m.	Thursday
1:00 p.m. - 5:00 p.m.	Friday
9:00 a.m. - 12:00 p.m.	Saturday
Closed	Sunday

For Bookmobile hours and information, visit [LaramieCountyLibrary.org](http://LaramieCountyLibrary.org) or call 307.773.7228.



LARAMIE  
COUNTY  
LIBRARY

# YOUR LIBRARY CARD



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

## WHAT CAN YOU DO WITH YOUR LIBRARY CARD?

Check out and renew books, magazines, DVDs, Blu-rays, audiobooks, video games, and more.

The library catalog may be accessed from home via our website ([LaramieCountyLibrary.org](http://LaramieCountyLibrary.org)) and clicking on the LIBRARY CATALOG button.

If you would like to know when checked out items are due, please visit MY ACCOUNT on our website. Note that you will need your library card number and your PIN to access your account.

The PIN is set by default to WYLD. You may change your PIN when in your account.

### Check out E-Materials:

Visit [GoWYLD.net/econtent](http://GoWYLD.net/econtent) for additional information. Ask us at any Ask Here desk for assistance.

**Cloud Library:** For eAudiobooks and eBooks

**RBdigital:** For eAudiobooks, eBooks, and digital magazines.

## Loan Periods, Limits and Fees

### Print Materials

	Loan Period
Fiction Books (except new adult fiction)	21 days
New Adult Fiction	7 days
Nonfiction Books	21 days
Magazines	7 days
Book Club Kits	42 days

### Audiovisual Materials

	Loan Period	Limit
Audiobooks	21 days	16
DVDs & Blu-rays (\$2 per item*)	4 days	4 per format
Video Games (\$2 per item*)	4 days	2 per format
Music CDs	7 days	8

\*AV fees include tax

### Other charges

	Fee
Material or equipment returned without barcode	\$1
Material or equipment returned without RFID tag	\$2
Lost material	Cost of item + processing fee
Damaged material – returned to library	½ of cost of item + processing fee
Damaged material – not returned to library	Cost of item + processing fee
Replacing a lost library card	\$3
Lost or damaged equipment	Cost of equipment or cost of repair

Loan periods may differ when using the bookmobile; please check your receipt for details. There may be fees associated with using meeting rooms and equipment. For complete information, speak with library staff.

### What you agreed to in signing the back of your library card:

Through signature on and use of the library card issued under these policies, I understand and acknowledge that I agree to be bound by the policies of the Laramie County Library System (LCLS). I further understand that the policies of the Library are subject to change and I agree that in exchange for the consideration of the use of the issued library card I will be bound by any policies issued by LCLS. Notice of changes to LCLS policies will be provided as required under Wyoming law. Copies of the policies are available at [www.LaramieCountyLibrary.org](http://www.LaramieCountyLibrary.org).

## Borrowing Information

- Responsibility** – In return for the right and privilege to use Laramie County Library System, you are responsible for ensuring that books, material and other equipment are returned when due; to pay promptly all fines, fees, damages, or losses charged against your library card account or the library account of any minor you have signed for a library card account; and to pay collection costs and fees incurred by the library in obtaining payment of monies or the return of materials owed to the library by the signee of the library card.
- Renewals** – You may renew most materials two times unless another borrower has placed requests on the materials. This includes using the renewal function and/or checking materials in and checking out again. You may renew materials by contacting us in person or over the phone, using a Self-Check station, or accessing your account online. Materials that have rental fees must be renewed in person at the library or by phone.
- Rental Fees and Rental Details** – There are rental fees for DVD, Blu-ray, and video game materials. Juveniles and adults may check out these materials if the privilege on their library card permits (see LIBRARY CARDS POLICY). Refunds or exchanges will not be made due to selection error. DVDs and Blu-rays are intended for use with a standalone DVD and/or Blu-ray player and television. The library does not guarantee a DVD or Blu-ray will work on your device. The library will not issue refunds for DVD or Blu-ray rentals that were used on a computer and did not work. The library is not responsible for any damage to personal computer equipment, software, or data.
- Overdue Fees** – For most materials, the daily overdue fee are \$0.10 per item. The daily overdue fees are \$1.00 per item for Readers, DVDs, Blu-rays, and all versions of video games. The library will notify you by email or mail that materials or equipment are overdue on the 7th, 14th and 21st day an item is overdue. If unpaid fees are \$10.00 or more, you will need to pay enough to get your fees below \$10.00.
- Collection Fees** – When materials or equipment are 35-days overdue or damaged materials or equipment are not paid for, the library may turn over the account to a collection agency. You are responsible for paying all collection agency fees. There is a \$20.00 fee each time an account is turned over for collection. You will not be able to check out any material or equipment until the account is cleared.
- Lost and Damaged Materials or Equipment** – You are responsible for all materials checked out on your library card. The parent or guardian signing a minor's library card application form is responsible for all materials checked out on the minor's card, even if the minor has reached the age of majority. You are responsible for the replacement cost of any lost library material or equipment. Damaged equipment will be the entire cost of the equipment whether returned to the library or not. If the equipment can be repaired to full usefulness, you may be charged for the cost of repair. (See LOST/DAMAGED MATERIALS POLICY)
- Refunds** – The library will credit refunds of \$10.00 or less to your account. The Library will issue refunds over \$10.00 via check or crediting your library account following the next regularly scheduled Board meeting. If issued refund checks are not cashed or do not clear the bank within 6-months of the issue date, the funds will be considered a donation to the library.
- Request Services aka "Holds"** – You may make a request at any public service desk or using your account online. There is a \$0.50 fee for each request that you do not pick-up.
- Interlibrary Loans** – The library may borrow materials from another library in Wyoming or from libraries across the United States via interlibrary loan (ILL). There is a \$2.00 fee for ILL requests. Requests may be placed using your account online or at any public service desk. Fees charged by the loaning library are the responsibility of the borrower. There is a fee of \$0.50 for each request that you do not pickup. There is an overdue fee of \$1.00 per day for items borrowed from the University of Wyoming or libraries located outside of Wyoming. Overdue fees for items borrowed from libraries within Wyoming varies. The limit of outstanding requests and checked out interlibrary loan materials is 8, excluding magazine and journal articles.
- Copyright Law** – The copyright law of the United States (Title 17 U.S. Code) governs the reproduction of library materials which are copyrighted. The person making the copy is responsible for any copyright infringement.
- Homebound** – If you receive homebound services from the library you are exempted from the following policies:
  - All materials checked out to a "homebound" library card check out for four weeks.
  - No overdue fees are charged.
  - Number of items allowed per visit is determined by the library employee responsible for this service, except for DVDs with a limit of 8.
  - There is no charge for DVDs.
  - No DVDs that are shelved in the new section of the Audiovisual Collection may be checked out to a "homebound" library card.