

## RESEARCH DATABASES

Learn a new language, find new authors, get car repair info, and more! You may need your library card number 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:** Courses for 99 languages.

**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.

**Candid'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 Café

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



#### Hours:

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

### Burns Branch Library

112 Main Street, Burns, WY 82053  
307.547.2249

#### Hours:

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

### Pine Bluffs Branch Library

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

#### Hours:

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

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 **read**. 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

<b>Print Materials</b>	<b>Loan Period</b>	<b>Overdue Fee</b>
Fiction Books	21 days	\$0.10 per day
Fiction Books – New	7 days	\$0.10 per day
Nonfiction Books	21 days	\$0.10 per day
Magazines	7 days	\$0.10 per day
Book Club Kits	42 days	\$0.10 per day
Youth Materials	21 days	NO FEE

<b>Audiovisual Materials</b>	<b>Loan Period</b>	<b>Limit</b>	<b>Overdue Fee</b>
Audiobooks	21 days	16 per format	\$0.10 per day
DVDs & Blu-rays (\$2 per item*)	4 days	4 per format	\$1.00 per day
Video Games (\$2 per item*)	4 days	2 per format	\$1.00 per day
Music CDs	7 days	8	\$0.10 per day

\*AV fees include tax

### Other charges

	<b>Fee</b>
Material or Equipment Returned <i>without</i> Barcode	\$1
Material or Equipment Returned <i>without</i> RFID Tag	\$2
Lost Material	<b>Cost of item + processing fee</b>
Damaged Material – Returned to Library	<b>½ of cost of item + processing fee</b>
Damaged Material – Not Returned to Library	<b>Cost of item + processing fee</b>
Replacement Library Card	\$3
Lost or Damaged Equipment	<b>Cost of equipment or cost of repair</b>

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, materials, 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 up to two times unless another borrower has placed a request on the material. 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 by accessing your account online. Materials that have rental fees must be renewed in person at the library or by phone.
- Rental Fees** – There are rental fees for movies (DVD and Blu-ray) and video games. You may check out these materials if the privilege on your library card permits (see LIBRARY CARDS POLICY for youth card requirements). We will not make refunds or exchanges due to selection error. Movies are intended for use with a standalone DVD and/or Blu-ray player and television. We do not guarantee that a DVD or Blu-ray will work on your device. We will not issue refunds for DVD or Blu-ray rentals that were used on a computer and did not work. We are not responsible for any damage to personal computer equipment, software, or data.
- Overdue Fees** – For most materials, the overdue fees are \$0.10 per item, per day. For e-readers, DVDs, Blu-rays, and video games, the overdue fees are \$1.00 per item, per day. We will notify you by email or mail when an item is overdue on the 7th, 14th and 21st day. If unpaid fees are \$10.00 or more, your library account will be blocked until you 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, we may turn over your library 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 your 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 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 is the entire cost of the equipment whether returned to the library or not. If the equipment can be repaired to full usefulness, we may charge you only for the cost of repair. (See LOST/DAMAGED MATERIALS POLICY)
- Refunds** – We will credit refunds of \$10.00 or less to your library account. We 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. You may place requests using your account online or at any public service desk. Fees charged by the loaning library are your responsibility. There is a \$0.50 fee for each request that you do not pick up. There is \$1.00 per day overdue fee for items borrowed from the University of Wyoming or libraries located outside of Wyoming. Overdue fees vary for items borrowed from libraries within Wyoming. 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. You are responsible for any copyright infringement for copies you make.
- Homebound Services** – If you receive homebound services from the library, you are exempt from the following policies:
  - All materials checked out to a "homebound" library card check out for 28 days.
  - There are no overdue fees.
  - There are no ILL fees.
  - The number of items allowed per visit is determined by the library employee responsible for this service, except for DVDs and Blu-rays with a limit of 8.
  - There is no charge for DVDs and Blu-rays.
  - No DVDs that are shelved in the new section of the Audiovisual Collection may be checked out to a "homebound" library card.