Special Edition: Our Services

## **Shelf Life:** Beyond the Stacks



**Summer 2019** 

215 N. Ottawa St. Tecumseh, MI 49286 (517) 423-2238

#### HOURS

www.tecumsehlibrary.org

M - Th 10-8

F/Sa 10-5

**Closed Sundays** May-September

#### **CLOSINGS**

Monday, July 4th Independence Day

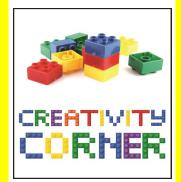


#### **Creativity Corner**

Creativity Corner is on the first Saturday of every month from 10 a.m. to 2 p.m. during the Friends of TDL book sale. This drop-in program is for ages 3-103! We feature a variety of different science building kits that you can work with using your imagination and creativity.

Science kits include a plane, a tractor, ships, a circuit board and a ferris wheel!

Provided by Friends of the **Tecumseh District** Library



1st Saturday of each month from 10 a.m. -2 p.m.

#### **Library Board**

President Jane Poczatek

Vice President Heather Burdick

Secretary Carma Roesch

Treasurer Judy Prater

Trustee Matt Linke

Trustee Pam Bunch

Trustee Lisa Hart



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## Your Office Headquarters

Did you know that besides public computers and free Wi-Fi, we also offer:

- Printing/Copying
- Faxing
- Scanning
- Notary Service

We also sell USB's, stamps and envelopes.

With a

library card, printing and copying is  $10\phi$  for black and white and  $50\phi$  for color. Without a card, it is  $20\phi$  for black and white and  $75\phi$  for color. USB's are \$6.00 each.

Faxing is 50¢ a page with a library card and \$1.00 per page without a card. Scanning is free of charge.

We also offer meeting rooms of different sizes to meet your needs. We have 3 small study rooms as well as 3 large meeting rooms in the basement. Please refer to our meeting room guidelines on our website for additional information.

We also accept credit cards with an additional \$2.50 convenience fee placed on the cardholder.

#### Overdrive & Hoopla

Overdrive and Hoopla are two online library apps for checking out digital media such as eBooks and audiobooks. In order to gain access, you need a library card.

With Overdrive, users can check out or place holds on ebooks or audiobooks in the collection. There are numerous titles to choose from but there may be a wait time.

Although Hoopla has a smaller collection than Overdrive, it offers

Overdrive and Hoopla are available on a computer or as an app.

unlimited copies of ebooks, audiobooks, movies and music. There are no holds or waiting

times. You are allowed 5 checkouts per month, per library card. Ask a staff member for assistance, if needed.

#### **Outreach Services**



The Tecumseh District Library has free delivery of materials to persons who are

physically unable to visit the Library, including the elderly,

the disabled, and those who are temporarily incapacitated by illness or accident.

Items are delivered on a monthly basis. Any material that circulates from TDL can be requested through Outreach. We strive to offer the same access to library materials through outreach that you would have when visiting the Library in person.

## **Check-out New Technology**

You can now borrow the Internet by checking out one of our Mobile Hotspots. Any patron over 18 with a TDL card in good standing can check out a device for two weeks. The Hotspot must be returned inside the Library. We are able to provide this new service thanks to the generous support of the Friends of the Tecumseh District Library.

Check out an iPod Shuffle with preloaded music! It is attached to a small speaker so earbuds or headphones aren't necessary. Each iPod is loaded with either hymns or music from the 1950s, 60s, or 70s. They circulate for two weeks and can be reserved just like a book. Consider these for elderly listeners or someone who wants to listen to simple and hassle free music.





#### **Library Databases**

Check out some of our specialized databases!

Mango is an online learning resource teaching over 70 foreign languages. It is also offered as an app.

**RB Digital**, formerly Zinio, is an online resource and app offering a huge variety of

magazines available to read on your computer or smart device.

same content as the printed versions.

America's **News Database** provides access to

The digital editions have the

Check out some of the specialized library databases!

information around the country offering full text articles from different news

sources.

Ancestry Library edition is a genealogy resource for research available in the Library.

# **Library Tutoring**

We offer card holders one-on-one tutoring assistance for library related tasks. This includes downloading Library apps like Overdrive and Hoopla to access digital media, assistance using the MelCat Interloan, using our databases and much more.

We are not able to assist with non-library tasks like creating resumes, how to use Microsoft Word, using Facebook, how to use a cell phone, and so forth. We have a list of available outside resources to assist you with your technology concerns. Stop by the Information Desk for a complete

list.

Call the Library at 423-2238 to set up an appointment for Library related help.

TUTORING



If the Library does not have the material you are looking for, consider using the MelCat Interloan

service. This patron-driven service allows cardholders to borrow materials from other libraries by having them shipped to TDL for your convenience to check out.

To access, visit www.mel.org and click on MyMeLCat. This will allow you to search one overall catalog while searching many other libraries' catalogs simultaneously. Once you find the material, follow the easy prompts to have it sent to TDL. You will need a valid library card in order to use MeLCat.



businesses, organizations and individuals for their contributions this past quarter: Anonymous,

Basil Boys, Boulevard Market, Brownie's House of Pizza, The Embers, Chuck Harpst, Rachel May, Muk's Sports Pub, Queen Nails, Dorothy Smith and Kimberly Witt (Partners in Grime).



# **Business Library Cards**

The Tecumseh District Library offers a business card for your professional and personal use. Institutions and businesses located within the Library District may obtain library cards. The institution or business will assume responsibility for any loss or damage to library materials.

We ask that the business or institution provide a letter from the Business Owner or Administrator on official company letterhead.

The letter should include the following:

- Date
- Name and Position of individual giving permission for the establishment of the business library card.
- Statement of understanding of the Business responsibility.
- Name and Position of the individual approved to be the contact person for the card.

The approved contact person should then present the approval letter and personal identification to library staff to obtain the card.

Only one card per business will be issued: the use of the card is at the discretion of the contact person. Annual renewal of the card is required and the renewal process requires filing an updated permission letter. Call the Library at 423-2238 for additional information.