

My Account

Link to **"My Account"** from the library's home page at www.escanabalibrary.org or from the e-catalog for online access to your library account information.

- View all check-outs
- Request materials and place holds
- Renew materials
- Change PIN
- View and pay fines (must be \$5.00 or more)
- View account status
- Create reading lists
- Turn on check-out history
- Confirm personal account information

About your library card

- Your first card is free; there may be a charge for replacement cards. Replacement card is \$1.00.
- You will receive a 4-digit personal identification number (PIN) of your choice to access online services. If you don't know your PIN, call the library.
- If your card is lost or stolen, notify the library right away.
- Your library account is confidential. Privacy of library records is protected by State law.
- Library cards that are unused for three years are considered inactive and are removed from the system. Verification of contact information is required annually to keep privilege current.

Visit us on the web 24/7
www.escanabalibrary.org
Located in downtown Escanaba
400 Ludington Street
Escanaba, MI 49829
Phone: 906.789.7323



LIBRARY HOURS

Monday	10 a.m. ~ 8 p.m.
Tuesday	10 a.m. ~ 8 p.m.
Wednesday	10 a.m. ~ 8 p.m.
Thursday	10 a.m. ~ 8 p.m.
Friday	10 a.m. ~ 5 p.m.
Saturday	10 a.m. ~ 3 p.m.
Sunday	CLOSED



YOUR LIBRARY CARD



Getting a library card

Library cards are **free to residents of the library's legal service area**, which includes all of Delta County, with the **exception of the City of Gladstone, Brampton Township, Escanaba Township and Masonville Township**.

Library patrons outside the service area may purchase a card for \$35.00 annually. Family cards are available for non-residents and can include all family members within the household.

To register for a card, you must present legal proof of identification and proof of current address.

Examples of current proof of identification and address include:

- Valid Michigan Driver's License
- Valid Michigan ID card
- Current Vehicle Registration
- Check book with printed name and address
- Current rental lease
- Current utility bill
- Property tax bill
- Current credit card statement
- Military ID

Children are eligible for a library card when they enter Kindergarten or are 5 years of age. If you are under 18, a parent or legal guardian with identification must accompany you to countersign the registration form. Parent's card must be fine-free.

Benefits of a library card

- Download a digital book or movie.
- Renew materials online or over the phone.
- Search for request your favorite books and movies 24/7.
- Use the Internet free of charge.
- Request materials from libraries throughout Michigan.
- DVDs for free checkout.
- Check out a laptop to use in the library.
- Online research tools and homework help.

Borrowing materials

You must present your library card to check out materials.

Maximum of 50 items on loan per card at any time.

Some items have separate limits, including:

Movies (DVD)	5 per card
Audio books (CD)	5 per card
Magazines (past issues)	5 per card
Digital downloads	5 per card
New books (Adult)	5 per card

Check-out period

Books	21 days
Audiobooks	21 days
Magazines (past issues only)	21 days
New adult books	14 days
New juvenile books	21 days
Movies (DVD/VHS)	7 days
Test manuals/high demand	14 days
Digital downloads	7/14 days
Music CD	7 days

You will receive a printed date due slip when you check out materials. Reference materials are for in-library use only and cannot be checked out.

Requesting materials

You may request items using the online catalog from our library and other regional resources across the state of Michigan.

Your library card number and your 4-digit PIN are required to place holds online.

- You will receive a telephone call, email or text when the item becomes available (patron preference).
- Items are held for pick-up for 7 days
- All available items must be picked up at one time.

Late fees

- Materials are due on the due date printed on the checkout receipt or indicated on patrons "my account" online.
- Overdue fines are .10 per day, per item.
- Fines do not accrue on holidays or Sundays.
- Cards are blocked from all use if fines are \$5.00 or over.
- Cards must be completely free of fines for Internet use.
- If a family card is used all members of the household inherit each other's fine(s).

Renewing materials

- All materials can be renewed once if there is not a hold on the item.
- Materials can be renewed online with your library card and PIN under "my account" or over the phone at 906-789-7323

Lost or damaged materials

Replacement fees for lost or damaged materials owned by the Escanaba Public Library will be the current list price of the item. A refund minus \$5 for processing will be issued if the item is returned in good condition within three months of payment.

Fees for lost or damaged materials not owned by the Escanaba Public Library will be determined by the lending library. No refund will be issued for lost materials from other libraries once payment has been made.

Library replaces lost or damaged materials with specific editions of items and does not accept substitutes for replacement.