

Library Hours and Holidays

Monday through Thursday
9:00 a.m. to 8:00 p.m.
Friday 9:00 a.m. to 5:00 p.m.
Saturday 9:00 a.m. to 5:00 p.m.
Closed Sundays

The library observes the following holidays:
New Year's Day (Jan. 1) / Martin Luther King Day / Memorial Day / Independence Day (July 4) / Labor Day / Thanksgiving Eve (Open 9 a.m. to 5 p.m.) / Thanksgiving Day / Christmas Eve / Christmas Day / New Year's Eve (Open 9:00 a.m. to 1:00 p.m.)

lansing.lib.il.us

2750 Indiana Avenue
Lansing, IL 60438

Phone: 708-474-2447



Your Library Card



lansing.lib.il.us

708-474-2447

LIBRARY SERVICES

- Access to over 100,000 books.
- Access to over 250 magazine and newspaper subscriptions
- Videos and DVD's (for a small fee of \$1.00 per title, with 3 day loan for DVD feature films and 2 week loan for non-fiction and instructional programs and all videos.)
- Books on Tape and Books on CD: ideal for long commutes in the car, or listening to at home.
- Music CDs for all musical tastes.
- Access to on-line databases for research.
- Free access to internet service (90 minutes per day with 30 minute extension increments with a nominal cost for printouts: .10 per page B&W, .15 per page for color)
- Reference Service: trained reference staff to help you with your research needs, whether for homework assignments, high school research assignments, college term papers, personal interest, or any other informational need.
- Inter-library Loan Service: the library can borrow, on your behalf, material from any other public library in Illinois. Material is delivered to Lansing Library for you to pick up.
- Reader's Advisory Service: trained staff to help you with your recreational reading needs. They can recommend a good book, provide you with a reading list, or just help you find a book on the shelf.
- Adult Services: Provides a full range of programming for adult readers including speakers, book discussion groups, reading clubs and more.
- Children's Services: A full range of services for children from birth (Baby TALK story times, Toddler Time story hours, and Preschool story hours), through elementary school.



- Teen Services: A section of the library devoted to teens, serving their reading interests and personal interests.
- Reciprocal Borrowing at all Metropolitan Library System (formerly Suburban Library System) libraries.

Library Cards

Library cards are issued to Lansing residents free-of-charge with proper identification to prove residency. (A valid photo I.D. and two acceptable items with your current Lansing address. If the photo I.D. shows your current Lansing address, you only need to provide one additional acceptable item with your current Lansing address, such as a current utility bill.)



Lansing residents under the age of 18 must have a parent or legal guardian, with proper identification, sign for them.

Lost cards should be reported immediately and may be replaced for a fee. You must present your card whenever borrowing material. Patrons are encouraged to register for Internet access when obtaining their new card. Most library services require the use of your library card. Be sure to bring it with you when you use the library!

All circulating library material may be checked out for two weeks (14 days) at no charge with the following exceptions:

Feature Film Videos—14 days (\$1.00 fee)

Feature Film DVDs—3 days (\$1.00 fee)

Non-fiction Videos and DVDs—14 days (\$1.00 fee)

**A special note to parents:
Information regarding the materials checked out on a library card is restricted by Illinois Statutes.
Parents may request information about transactions on their children's accounts as long as the child is under 12. After 12, only the card holder may request this information unless material becomes overdue.**

Loan periods and use fees for library materials

These fees apply only when material is kept beyond the due date:

Books, Magazines, Pamphlets — 10¢ per day

DVDs and Video Tapes — \$1.00 per day

Other Audiovisual Material — 25¢ per day

A book return is located to the right of the Indiana Avenue entrance.

Extended use fees for Overdue Materials

Material not requested by another patron may be renewed for an additional loan period for no additional charge. Inter-library loan materials must be brought into the library to be renewed.

Renewing Library Materials

Telephone renewals may be made by calling the library. You must have the barcode number of your library card when you call. You may also renew Lansing owned items online through our website.

Requesting Library Material

Material which is checked out to another patron may be reserved for you, through the computer catalog workstations, at the circulation desk or reference desk or from home via the Internet.

You may also request on-shelf material be held for you by placing a request via your borrower account on the catalog accessed at the library's webpage.

If you request on-shelf material be held for you, please allow 24 hours for the material to be gathered and for the library to call you.

If you have any questions, please call!

Limits on Library Material

Only 5 items of the following formats may be checked out at one time:

DVD's / Videos / Magazines / Audio Books / Compact Discs

There is a limit of 20 items for books.

Limits should be remembered when placing requests for multiple items.

Internet Access

Filtered Internet access is available to Lansing patrons and Reciprocal Borrowers who have registered for this service. Persons under the age of 18 must have a parent register for them. The Photo I.D. must be placed in the holder on the terminal while the Internet is being accessed. The public computers are assigned through a reservation system which assign computers for 90 minutes. Temporary access for non residents is available through the Circulation desk with photo-id. The library also has wi-fi available for patrons who bring in their own computer.

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