

Welcome! We are happy you have chosen to become an Ellsworth Public Library Patron!  
Below you will find information that may be helpful in using the library. If you have questions about anything, you may call us at 515-836-4852 or email [sschmitz@ellsworth.lib.ia.us](mailto:sschmitz@ellsworth.lib.ia.us)

**Instructions on how to log into our catalog, your account, & Libby:**

- Go to the library website: [www.ellsworth.lib.ia.us](http://www.ellsworth.lib.ia.us), and click on "Catalog" in the top right-hand corner.
- Find the login in the top right-hand corner of the webpage.
- Type in your library card number. For example 2002500006997.
- Your password is your phone number associated with your account. There will be no dashes or 515 in your password. EXAMPLE: Phone number is (515)836-4852, password is 8364852. OR Phone number is (555)836-4852, your password is 5558364852:

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Please remember the materials checked out from the Library are to be returned **BEFORE CLOSING** on the date stamped on the "date due" slip.



**Length of Loan:**

Books and audiobooks – 14 days, with renewal available for another 14 days.

NEW DVDs – 2 days. New DVDs will have a sticker on the front that says 'NEW'. These can't be renewed.

Other DVDs – will have a sticker on the front that says "7-Day Loan", these will be due back in 7 days, with renewal available for 7 days.

Periodicals – 7 days, with renewal available for 7 days.

Puppets – 7 days, with renewal available for 7 days.

Puzzles – 14 days, with renewal available for another 14 days.

**Fees and fines:** We have eliminated fines on all materials after their due dates. Lost and damaged fees still apply for materials.

**Overdue Materials:** Patrons with overdue materials will be notified of their overdue materials by email, telephone, or mail in a sealed envelope. They will be requested to return the items. If there is no response from the patron after six months, the item will be considered stolen goods and will be reported to the police. The patron's privileges will be suspended until items are returned.

**Lost Materials:** The patron is charged the list price of lost items. Patron has the choice of buying a replacement in great condition if they prefer.

**Damaged Materials:** For damage to books, CDs, puppets, magazines, DVDs, etc. the patron is charged the replacement price. Patron has the choice of buying a replacement in great condition if they prefer.

**Printing:** Black and white text - \$.15 per side. Color text - \$.25 per side. Printing pictures is discouraged due to cost. Black and White Pictures - \$.75. Colored Pictures - \$1.00

**FAX:** \$1.00 for sending and receiving.

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**M: 12:00PM - 5:00PM - T: 12:00PM - 5:00PM - W: 12:00PM - 5:00PM - Th: 12:00PM - 5:00PM**  
**F: 12:00PM - 5:00PM - SAT: 9:00AM - 12:00PM - Sun: CLOSED**