

OTHER LIBRARY SERVICES

- Computers are available on a first come, first serve basis to any cardholder in good standing.
- Patrons must have their physical card with them to use the computers as staff cannot disclose barcode numbers.
- Wireless internet is available. User name & password can be found in this brochure. Wireless internet is filtered.
- Printing is available from the computers in black & white only for \$.25 per page. Pages are collected at the Circulation Desk.
- Printing is also available through email. It is advised, if using a smartphone, to connect to the wi-fi, then send attachments to the Pittston Memorial Library's email address. Color prints are \$.50 and black & white are \$.25. Pages are collected at the Circulation Desk.
- Copying services are available at the Circulation Desk. Color copies are \$.50 per page and black & white copies are \$.25 per page.
- Faxing services are available at the Circulation Desk. The cost is \$2.50 for the first 5 pages and \$1.00 for every 5 pages afterwards. Pittston Memorial Library provides a cover sheet which is not included in the price. On the rare occasion that an incoming fax is needed, the cost is \$1.00 for every 5 pages.
- Scan to email services are available at the Circulation Desk. The cost is \$1.00 for every 5 pages. Be sure to check SPAM folders for receipt of the email because it comes from a Xerox machine.

PITTSTON MEMORIAL LIBRARY
47 BROAD STREET
PITTSTON, PA 18640
(570) 654-9565
FAX: (570) 654-608

EMAIL: pittstonlibrary@luzernelibraries.org
WEBSITE: <https://pittston.luzernelibraries.org/>

WIFI: Public

WIFI PASSWORD: ilovepml

LIKE US ON FACEBOOK



HOURS OF OPERATION:
MONDAY 10:00A.M.-7:00PM
TUESDAY 10:00A.M.-5:00P.M.
WEDNESDAY 10:00A.M.-5:00P.M.
THURSDAY 10:00A.M.-7:00P.M.
FRIDAY 10:00A.M.-4:00P.M.
SATURDAY 9:00A.M.-4:00P.M.
SUNDAY: CLOSED



PATRON GUIDE



“THE ONLY THING THAT YOU
ABSOLUTELY HAVE TO KNOW,
IS THE LOCATION OF THE
LIBRARY.”

— ALBERT EINSTEIN

LIBRARY CARDS

HOW TO GET ONE:

- Luzerne County residents 18 years old & older can present a valid state-issued photo ID with their current address in Luzerne County to receive a free library card.
- A parent or guardian must accompany & sign for minors under the age of 18. The person signing for the card is financially responsible for activities on the minor's card.

WHERE TO USE YOUR CARD:

A Luzerne County System Card (LCLS) can be used at:

- Pittston Memorial Library
- Back Mountain (Dallas)
- Hazleton Area & its branches
- Hoyt (Kingston)
- Kirby (Mountain Top)
- Mill (Nanticoke)
- Osterhout & its branches
- Plymouth
- West Pittston
- Wyoming

BORROWING MATERIAL

LOAN PERIODS:

Due dates will be printed on receipts when checking out items. The loan & renewal periods are:

- ADULT, YA, & CHILDREN'S BOOKS - 3 weeks & 2 renewals
- NEW ADULT BOOKS - 2 weeks & 2 renewals
- AUDIOBOOKS, MUSIC CDs, & MAGAZINES - 2 weeks & 2 renewals
- DVDs - 1 week & 1 renewal

RENEWING MATERIAL:

- Material that is not overdue or on hold for another patron will auto-renew. However, it can also be renewed in person, by phone, or via a patron's online account.
- Overdue materials can only be renewed over the phone or in person.

LATE FEES & LOST ITEMS:

- Items are loaned free of charge. As a courtesy, patrons will receive a phone call when items are overdue.
- Late fees are charged for items returned after the due date as follow:

ADULT & YA BOOKS, AUDIOBOOKS, & MUSIC CDs -
\$.25 per day

CHILDREN'S BOOK - \$.10 per day

DVDs - \$1.00 per day

- Patron accounts with a balance of \$5.00 or more will result in borrowing privileges being suspended.
- Missing, lost, or damaged items (beyond regular wear & tear) will result in the patron being billed for the item as well as a \$10.00 processing fee.
- A valid email address is the best way to receive up-to-date information regarding due dates, overdues, and renewals.

RETURNING MATERIAL

Library patrons may return items when the library is closed by placing them in the library's drop box located right outside the front door. Materials borrowed from any LCLS library may be returned to any LCLS library.

THE FINE PRINT:

- Only the person who registered for the card may use it.
- Cardholders are responsible for late fees as well as lost, damaged, or missing items borrowed with their card.
- Cardholders agree to abide by LCLS policies.
- Please report any changes in name, phone number, address, or email to the Circulation Desk.
- A lost card should be reported immediately. There is a \$3.00 fee for a new card.
- Online patrons can access their LCLS account at Luzerne.ent.sirsi.net/. Simply login with the barcode on the card and the first password is "changeme".

HOLDS, CLOUD LIBRARY, & ILL

HOLDS:

Holds may be placed on any LCLS material available or currently checked out by a Librarian or online by a patron. Library users may choose any LCLS library to pick up material. When a patron chooses to pick up material at the Pittston Memorial Library, that patron will be notified by phone once the item becomes available. Items may then be picked up at the Circulation Desk within one week.

CLOUD LIBRARY:



Patrons may access the Cloud Library with their card thru the app. Go to www.yourcloudlibrary.com, scroll down to the "get started | choose your app" section for help with downloading apps to your computer or mobile device. Once the reader is installed, choose your country, state and library (Luzerne County Library System) and your library barcode number. Once you've created an account with your library card, that's it!

INTERLIBRARY LOAN (ILL):

When a LCLS library does not have an item, libraries can request the item from another library in the state. These materials, known as Interlibrary Loans (ILLs), will be sent to the Pittston Memorial Library for the patron's use. These requests are limited to 5 requests per patron per week. Borrowed material must be returned to the Pittston Memorial Library on or before the due date. Requests to renew an ILL item must be made at least 7 days before the due date.

ILL FEES:

If a patron loses or does not return ILL items, they will be billed for the replacement of the materials plus any processing fees charged by the lending library. Failure to return items will result in suspension of borrowing privileges until the items are paid for or returned.