

Important Tips for our Online Catalog

To Login to Online Circulation:

- 1) First enter the web address **lee.nccardinal.org**
- 2) Click on “Your Account Log in”
- 3) Enter the barcode number on your library card with no spaces into the field marked “Enter your username or library barcode”.
- 4) Enter your password/pin number into the password field. If you do not know your password, or have not set one up, try the last four digits of your phone number on file. If this doesn’t work, call the library or come in to set up a new password.
- 5) Be sure to check this screen to make sure all of your information is correct, or update your email address and password here.

Now that you are logged in:

To Search our Catalog/ Request a Book to be Held for You:

- 1) Click the “Advanced Search” option on the left of the screen.
- 2) Make sure that under “Search Library” that the option “Local Library System” is selected, or you may be searching other library systems in the state. You may type your search parameters into one of the fields provided and choose the type of search (i.e. Author, Title, etc.) from the

dropdown box that corresponds to it.

- 3) When you have found a book that you like, click on its title to check availability and location. If you would like it to be held for you, click the “Place Hold” button on the upper right side of the screen. Confirm your information and click the “Place hold” button.

To Renew the Books You Have Checked Out

- 1) Click on “My Account” on the left of your screen.
- 2) Click on “Items Out.”
- 3) Click on the check mark next to the items you would like to renew (or click “All”)
- 4) Click the “Renew Selected Items” button.

Lee County Library

107 Hawkins Ave.
Sanford, NC 27330
(919) 718-4665

Mon	9 am - 6 pm
Tues. –Wed .	9 am -9 pm
Thurs.-Fri.	9 am - 6 pm
Sat.	10 am - 2pm
Sun.	CLOSED

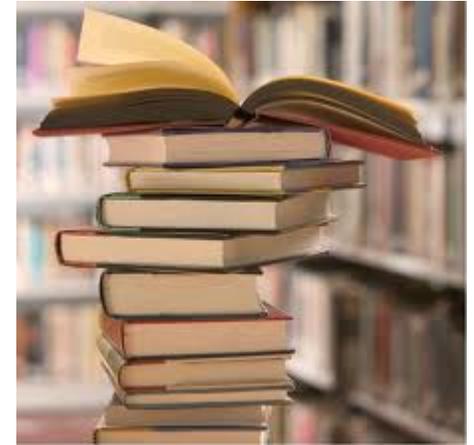
Lee County Library –Broadway Branch

206 S. Main St.
Broadway, NC 27505
(919) 258-6513

Tues. – Wed.	2 pm - 6 pm
Thurs.	3 pm – 7 pm

LEE COUNTY LIBRARY

AN INTRODUCTION TO OUR SERVICES



<http://www.leecountync.gov/library>

<http://lee.nccardinal.org>

The mission of the Lee County Library is to provide materials, services and programs to support the educational, informational, cultural and recreational interests of its patrons.

SERVICES WE PROVIDE



NC LIVE is a package of online databases that offers access to complete articles from thousands of newspapers, journals, and magazines. Book reviews, videos, stock information, and more are accessible at your fingertips. Your library card number (the barcode on the back of your card with no spaces) is required to access NC LIVE.

INTERLIBRARY LOAN

If we don't have a book in the consortium, you may request that we borrow it from another library. The process can take up to two weeks, and it does cost \$2 per book for shipping. Items not available for loan include videos, audiobooks, textbooks, and books published within the last 12 months.

PUBLIC COMPUTER LAB

The library has a public computer lab available with Internet access and Microsoft Office (Microsoft Word, Power Point, Excel, etc.). You are entitled to 2 hours per day, and must bring your library card with you.

WI-FI INTERNET

To use this free service, request a password from the front desk each time you come into the library.

YOUTH SERVICES PROGRAMING

The Youth Services department of the library offers a wide assortment of entertainment and education for everyone. With story time, the summer reading program, and special events, there is something young people can do at the library.

E-MAIL NOTIFICATIONS

The library offers free e-mail notifications for reserved books, due dates, and overdue notices! Just be sure we have your e-mail address on file!

LEE LINKED

The library is now a part of Lee County Government's Social Media network. Visit us at <http://www.leecountync.gov> for more information, and to follow us on Twitter, Facebook, and YouTube.

E-BOOKS

Sponsored by the Lee County Friends of the Library, the e-INC Library is a consortium of several libraries across North Carolina that are pooling their resources to bring patrons the eBook experience on Kindles, Nooks, iPads, etc. This service requires a valid library card with no fines and a PIN number. Go to www.leecountync.gov/library for directions on how to download eBooks to your eReader or stop by the library for more information.

CHECK OUT POLICIES

1. What You Can Check Out: There is a limit of 25 items per card. Of the 25 items, only 7 may be DVDs and 5 may be audio books.

2. Fees and Fines:

Interlibrary loan fee	\$2.00
Photocopies	.10
Computer prints (black & white)	.10
Computer prints (color)	.25
Books (except 7-day);	.25
Audio books	.25
7-day books; magazines	.50
Movies	\$1.00

3. Renewals: You may renew items for another checkout period if the items are not on hold for another patron. Renewals can be made in person, online at our website, or over the phone. After two renewals, items must be returned to the library and renewed in person.