

Using your card

- Bring your card with you each time you visit the library to check out materials or use the computers.
- We can retrieve your card number if you display an acceptable form of ID.
- After 3 years of inactivity, accounts will be deleted.
- Once a year your card “expires”. We will simply need to verify your current address and contact information to keep your account current.
- Let us know if your address or other contact information changes.

Account protection

- You must keep your account information safe and report a lost or stolen card immediately.
- Card owners are responsible for *ALL* materials borrowed on their cards.

Keep track of due dates

- Keep check out receipts to know when your materials are due.
- Check your account online at lansings.org/library with your library card number and password.

Library Hours

Monday-Friday	9 AM – 6 PM
Saturday	11 AM – 3 PM
Sunday	CLOSED

Access anytime

With your library card and password, you can use the library even when the building is closed! From our website you can:

- Request and renew materials
- Download audiobooks, music, movies, eBooks, & more

Lansing Community Library
730 1st Terrace, Suite 1
Lansing, KS 66043

phone: (913) 727-2929
fax: (913) 727-2969

email: library@lansingsks.org
website: lansingsks.org/library

Check Out Services

at Lansing Community Library

The library is your one stop for books, movies, audiobooks, magazines, and so much more! Your library card gives you access to a wealth of resources to educate, entertains, and inform.

Borrowing is **FREE** if you:

- Return materials on time
- Return items in good condition
- Keep track of your library card

This brochure covers the basics of borrowing items from the library. If you have any questions or need help, please let us know.

library@lansingsks.org
phone (913) 727-2929
fax (913) 727-2969

Get a library card

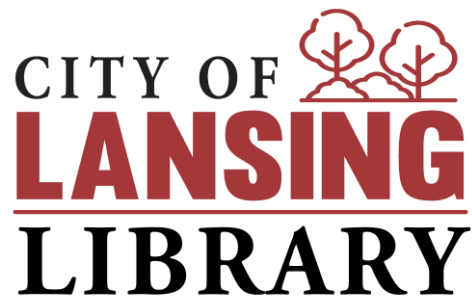
- Any resident of Northeast Kansas is eligible for a library card at no charge.
- Photo identification and proof of current residential address are required to get a card.
- A parent or guardian must accompany a child under 18 to approve the child's card.
- Library cards are non-transferable. Each eligible borrower must apply for and use their own library card.
- When you accept a library card, you agree to be responsible for charges due to items being lost and/or damaged.

Check out periods & limits

- Checkout Limits:
 - Books: 25 Items
 - Audiobooks: 5 Items
 - DVDs: 7 Items
 - Video Games: 2 Items
- Checkout Periods:
 - Books: 21 Days
 - Audiobooks: 21 Days
 - DVDs: 7 Days
 - Video Games: 7 Days
 - Interlibrary Loan Items: 14 days

Return materials

- Inside the library at the circulation desk
- Through our 24-hour book drop on the East side of the building



Access your account online

- Visit lansings.org/library and click on "Card Catalog and Access My Account" on the menu.
- You will need your library card number and password.
- From your online account, you may renew materials and request items.

Renewals

- Renew online – see above about accessing your account
- Renew by phone - please be prepared to verify your address, phone number, and/or email
- Renew in person at the circulation desk
- Most items are renewable up to 2 times unless they have been requested by another patron.

Notices

- You can receive notices for items requested by email, text message, or phone call.
- Email patrons can request to receive courtesy reminders 3 days in advance.
- First overdue notice occurs at 7 days overdue via email or phone call.
- Second overdue notice occurs at 35 days overdue via email or phone call.
- Your account will be suspended when items are 35 days overdue.
- At 45 days, final notice is a bill for replacement costs plus a processing fee.

Requesting items

- You may request to have an item held for you when it becomes available.
- You can make requests through the library's website, by phone, or in person.
- When a request is ready, you will receive an email, text message, or a phone call.
- Requests are filled in the order in which they are received.
- Requests must be checked out using the library card used to reserve the item.

Lost or damaged items

Despite best efforts, items sometimes get lost or damaged. If this happens:

- You may pay the replacement cost of an item in person by cash, check, or credit card.
- A \$3.00 processing fee will be assessed for items returned with missing or damaged parts.
- Once an item has been submitted for replacement it is not eligible for a refund.

Confidentiality

- What you check out on your library card is confidential.
- Patron registration and circulation records are exempt from disclosure through the Kansas Open Records Act and will only be released upon receipt of a valid court order or subpoena authorized under federal, state or local law.