

## Library Hours

Tuesday: 10 am to 5 pm  
Wednesday: 12 pm to 7 pm  
Thursday: 10 am to 5 pm  
Friday: 10 am to 5 pm  
Saturday: 10 am to 3 pm

The Library is closed on Sunday and Monday and most legal holidays.

A copier and fax machine are available for public use, at \$ .15 per page.

**Children under 9 years of age must have an adult or responsible party with them while in the Library.**



## The Cornwall Library

30 Pine Street  
PO Box 126  
Cornwall, CT 06753

Phone: 860 672-6874  
Fax: 860 672-6398  
Email: [cornwalllibrary@biblio.org](mailto:cornwalllibrary@biblio.org)  
Online: [www.cornwalllibrary.org](http://www.cornwalllibrary.org)

# The Cornwall Library

## A User Guide To Information & Services



*Providing access to knowledge and the free exchange of ideas in a community-friendly environment.*

## Welcome to The Cornwall Library



Cornwall's designated public library is located at 30 Pine Street in

the Village of Cornwall, CT. Operating as an association since 1869, the library has been housed in its new home from its opening in 2002. It is a private, not-for-profit organization receiving charitable donations from individuals and businesses, town and state funds and grant awards.

The Cornwall Library has over 28,000 adult and children's books, books on tape/CD, movies, magazines and downloadable items. Cornwall and area authors are well represented, and the collections of art and cook books are particularly fine.

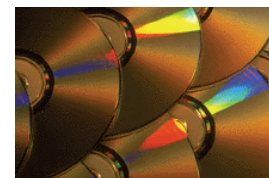
## Library Cards

Cornwall residents may obtain a free library card with proof of Cornwall residency. You are responsible for all materials borrowed on your card. If your card is lost or stolen, or your address or telephone number change, please contact the library. Your library card enables you to borrow from any library in Connecticut.

## What May Be Borrowed and Their Loan Periods

- **Books and books on tape or CD**—3 weeks. May be renewed if no other patrons have requested the item(s).
- **DVDs and VHS tapes**—1 week. May not be renewed except upon special request. A maximum of four movies may be borrowed at a time. **Be sure to place the disc in the case when returning a DVD or CD.**
- **Magazines**—1 week

Specific reference, local history and art books are for in-house use only.



Upon request, the librarian can reserve an item out on loan or borrow an item for you through

Interlibrary Loan from another Connecticut library. You will be notified by phone when the item is available. It must be picked up within five (5) days or it will be returned to our shelves or to the lending library.

When the Library is closed, materials may be returned in the drop box at the front entry. Do

not leave items on top of or beside the book drop box. Any library material borrowed from any Connecticut library may be dropped off at any Connecticut library and will be returned to its home library.



For children, it is strongly recommended that borrowed items be kept in a separate

basket or bag. This is especially useful in preventing the loss of materials.

## Overdue and Lost or Damaged Material Policy

The Cornwall Library has established the following policy for overdue items as long as they are returned in good condition. Payment of accrued fines is voluntary, but a contribution to the Conscience Box, calculated at \$ .10 per day, is welcomed and gratefully accepted. Fines do accrue on your account through the automated return system.

DVDs/CDs often become scratched and skip, becoming difficult or impossible to enjoy. We suggest that you spray the disc with Windex and wipe it dry with a soft cloth in a straight across motion. Cleaning your player(s) is often all that is needed. Please take particular care of discs while they are in your care.

The retail cost of a lost or severely damaged item will be charged to the patron. An item is considered lost when it is not returned within three (3) weeks after its due date.

## Lost or Damaged Out-of-Print Fees are

- Hardbound books from the adult collection— replacement cost or \$30.
- Paperback books from the adult collection— replacement cost or \$15.
- Books from the children's collection— replacement cost or \$20.

Receipts will be issued upon fee payment. After payment of the fee, a damaged item may be kept by the patron. Upon request, a fee refund will be issued for paid lost items that are later found and returned in good condition, ONLY if the Library has not replaced the item(s).

The Library is not responsible for any damage to a patron's electronic equipment, including VCRs and DVD players, audiocassette tape/CD or in-car players incurred while playing Library provided material.

Parents and/or guardians are responsible for all materials borrowed from the Library by their children under the age of 18.

## Suspension of Borrowing Privileges

If a patron has overdue material on his/her card, the Library will make two (2) attempts to reach the patron. At the time of the third and final notice, the patron's borrowing privileges will be suspended until the overdue material is either paid for or returned.

The Library staff will make every effort to handle the suspension of borrowing privileges with the utmost courtesy and discretion. A

suspension of borrowing privileges is not meant as a punitive measure but as an incentive to sustain availability of Library materials for all patrons.

## Computer and Internet Usage

The Library offers free usage of four (4) public access computers connected to the internet. Word processing programs are loaded on each computer. A wireless connection (Wi-Fi) is also available for patron use. Note: Parents are responsible for computer use by their children. Computer time is restricted to 20 minutes when there is a waiting line for their use. Instruction or computer problem solving is offered by the librarians.

## Visit Our Website

<http://cornwalllibrary.org>

On our website you can check your account (with your patron barcode number), search the online catalog and databases, reserve items, and download audio books. Books can be requested from other Bibliomation libraries.

Upcoming art exhibits and receptions, author readings, fun(d)raising events and classes and programs for children and adults are featured on the website and its calendar. You can see what has been added to the collection over the past week by clicking on the WOWbrary button. Monthly newsletters are available for review or download. Our meeting room is available for group or individual use. Learn how to reserve it on our website. PayPal is available should you wish to make an online donation.

## Staff

### Library Director

Amy Worthington-Cady, MS

### Children's Librarian

Amelia de Neergaard Buck

### Saturday Librarian

Marjorie Pettersen, MLS

### Bookkeeper

Sandra Deacon

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