About your FNSB Public Library Card

GUIDE FOR CARDHOLDERS

Learn about the benefits and services available with your library card.

Welcome to your public library!
Your FNSB public library card may be used at any of our libraries and at member libraries of the Alaska Library Catalog.

In addition to the thousands of books available for checkout, we also offer the following items and services:

**CHECK IT OUT!**
Use your library card to check out titles in a wide variety of formats:

- **BOOKS, MUSIC, DVDS, AUDIOBOOKS, MAGAZINES, GRAPHIC NOVELS/COMICS, VIDEO GAMES, AND MORE!**

**RESEARCH & DISCOVERY**
Your library card grants you access to powerful databases and services:

- **DATABASES ACROSS ALL SUBJECT AREAS, MICROFILM READERS, TOPOGRAPHIC MAPS, INTER-LIBRARY LOAN SERVICE, AND OF COURSE, FRIENDLY LIBRARIANS.**
BUSINESS & PRODUCTIVITY
The library offers amenities to help you connect and succeed:

INTERNET ACCESS & WIFI, COMPUTERS, IN-HOUSE USE LAPTOPS, STUDY ROOMS, MEETING ROOMS*, PRINTING*, WIRELESS PRINTING*, FAXING*, SCANNING, TELECONFERENCING.
* FEES APPLY

TAKE IT ON THE GO!
Access eMaterials 24/7. Learn more at fnsblibrary.org/ematerials.

DOWNLOAD AND/OR STREAM AUDIOBOOKS, EBOOKS, COMICS, MOVIES, TV, MAGAZINES AND LANGUAGE LEARNING TOOLS ANYTIME, ANYWHERE.

LIFELONG LEARNING
Gain knowledge, develop skills and never stop reading & learning.

LANGUAGE LEARNING, SCHOOL & CAREER PREP, COMPUTER TUTORIALS, READER’S ADVISORY, LIBRARY PROGRAMMING, FICTION & NON-FICTION TITLES COVERING A BROAD SPECTRUM OF TOPICS.

Read on to learn more about how to use your library card, the smartest card in your wallet!
ANY PERSON 18 YEARS OF AGE OR OLDER RESIDING OR OWNING PROPERTY WITHIN THE FAIRBANKS NORTH STAR BOROUGH IS ELIGIBLE FOR A FREE CARD FROM THE FNSB LIBRARIES, OR MAY SIGN AS LEGAL GUARDIAN OR PARENT FOR A MINOR AGED 6 TO 17.

TO PROVE YOUR RESIDENCY, PRESENT ONE OF THE FOLLOWING FROM EACH CATEGORY BELOW AT THE CIRCULATION DESK (NOEL WIEN LIBRARY), HELP DESK (NORTH POLE BRANCH) OR THE BOOKMOBILE.

ACCEPTABLE PHOTO ID

- Alaska Driver’s License or ID card
- US Passport
- US Military ID
- Tribal ID card
- State Driver’s License or ID card

$ If you do not have an Alaska Driver’s license or ID, you will be asked to provide additional information.

ACCEPTABLE ADDRESS VERIFICATION

- Utility Bill
- Rental or lease agreement
- Current automobile registration
- Alaska Driver’s License or ID card
- Voter Registration
- Piece of mail in your name, postmarked and delivered to your address.
CHECKING OUT MATERIALS

Our FNSB Libraries own hundreds of thousands of titles locally, but as part of the Alaska Library Catalog (ALC) your FNSB library card gives you access to over 6 million titles, or over 90% of all library holdings in Alaska.

To learn more about this partnership, visit FNSBLIBRARY.ORG/ALC.

Please remember, you are solely responsible for all library materials checked out on your card, including materials you allow others to check out on your card. We highly recommend not allowing others to use your card.

PROVIDING INFORMATION TO THIRD PARTIES

Alaska State Statue 40.25.140 prohibits the Library from providing information from Library records to third parties, including family members. This restriction includes information about what items are checked out as well as home addresses and telephone numbers.

Individual users may have access to their own records only. To obtain this information, a user must present his/her card or valid photo identification.
PLACING HOLDS

Holds may be placed on the items you want with our online catalog by using your library card number and PIN or by asking at the Reference or Help Desks.

If the item you want is checked out, you will be entered into a queue for that item on a “first come, first serve” basis. Remember that items are pulled from all ALC libraries.

When the hold arrives to your preferred library location, you will be notified to pick it up by email or snail mail. Users are limited to 10 holds.

MY ACCOUNT ONLINE

To see your checkouts, renew your items, and see your place in line for holds, visit our online catalog via:

fnsblibrary.org

• Click on the “Library Catalog” button at the top left of the Library’s homepage:

• Click on “Log In” found with the links along the top.

• Have your library card barcode number ready and your PIN. Do not use spaces.
ABOUT YOUR PIN

Your library card PIN is a four digit personal identification number randomly assigned to your card when you register.

You may change it to something different, either letters or numbers, or a combination of both, by accessing your online account or by stopping by the Circulation Desk at Noel Wien or the Help Desk at North Pole.

If you have forgotten your PIN, contact Circulation at (907) 459-1020 for further assistance and have your library card barcode available.

RETURNING MATERIALS

Return library materials in any of the Libraries’ bookdrops, outside near the entrances to our Libraries, as well as inside. Magazines should always be returned inside.

Books on CD, DVDs, and music CDs may be returned inside or in the outdoor media bookdrop.
**LOAN PERIODS & ITEM LIMITS**

Patrons may have up to 75 items checked out on their library account at any given time. There are some limits on types of items checked out.

Please refer to the chart below to learn more about loan periods.

<table>
<thead>
<tr>
<th>LOAN PERIOD</th>
<th>ITEM LIMIT</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>28 DAY LOAN</strong></td>
<td></td>
</tr>
<tr>
<td>Books</td>
<td>75</td>
</tr>
<tr>
<td>New Books</td>
<td>75</td>
</tr>
<tr>
<td>Books on Tape</td>
<td>20</td>
</tr>
<tr>
<td>Books on CD</td>
<td>20</td>
</tr>
<tr>
<td>Playaways</td>
<td>20</td>
</tr>
<tr>
<td>Music CDs</td>
<td>20</td>
</tr>
<tr>
<td>DVDs, Non-fiction*</td>
<td>10</td>
</tr>
<tr>
<td>VHS, Non-fiction</td>
<td>10</td>
</tr>
<tr>
<td>CD-Roms.</td>
<td>3</td>
</tr>
<tr>
<td><strong>7 DAY LOAN</strong></td>
<td></td>
</tr>
<tr>
<td>Video Games</td>
<td>3</td>
</tr>
<tr>
<td>DVDs, Films*</td>
<td>10</td>
</tr>
<tr>
<td>DVDs, TV Series*</td>
<td>10</td>
</tr>
<tr>
<td>VHS, Films</td>
<td>10</td>
</tr>
<tr>
<td>Magazines</td>
<td>7</td>
</tr>
</tbody>
</table>

*Combined total of 10 DVDs per account at any given time.
EMATERIALS LOAN PERIODS & LIMITS

FNSB Public Libraries also offer several downloadable providers with varying limits and loan periods.

Please refer to the chart below for more information.

<table>
<thead>
<tr>
<th>EMATERIALS</th>
<th>LOAN PERIOD</th>
<th>ITEM LIMIT</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>RBdigital</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• eBooks &amp; eAudio</td>
<td>Up to 21*</td>
<td>15</td>
</tr>
<tr>
<td>• Magazines</td>
<td>No limit</td>
<td>No limit</td>
</tr>
<tr>
<td></td>
<td>*Patron’s choice</td>
<td></td>
</tr>
<tr>
<td><strong>OverDrive</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• eBooks &amp; eAudio</td>
<td>7, 14, or 21*</td>
<td>7</td>
</tr>
<tr>
<td></td>
<td>*Patron’s choice</td>
<td></td>
</tr>
<tr>
<td><strong>hoopla</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• eAudio, eBooks, Graphic Novels</td>
<td>21 days</td>
<td></td>
</tr>
<tr>
<td>• Music</td>
<td>7 days</td>
<td></td>
</tr>
<tr>
<td>• TV shows &amp; movies</td>
<td>72 hours</td>
<td></td>
</tr>
</tbody>
</table>

Note: hoopla's checkout limit is 5 items per calendar month.

ALC Member Library materials have loan periods and item limits determined by the owning libraries.

Some libraries charge overdue fines. Please be mindful when picking up your ALC materials.
It is possible to check out materials from the Library if you have forgotten your library card, however this will add several steps to the checkout process. We will require a valid ID and will ask you questions for verification. We encourage you to bring your card to the Library every time.

If you use our self-checkout kiosks and have a loyalty card app on your smart device, we encourage adding your library card.

Lost Your Library Card?

If you lose your library card or it is stolen, it is important to notify the library immediately. Once we have been notified, we will block the card so it can no longer be used. The replacement fee for a lost library card is $7.00.

Please note, you will remain responsible for any and all charges on your library account prior to reporting the lost/stolen library card.
ABOUT OVERDUE MATERIALS:

NSB Libraries do not charge overdue fines. After receiving multiple notices for overdue materials, you must return them or pay for them before you may checkout or renew more materials. If you receive an overdue notice on an item that you are sure you have returned, please contact the Circulation Desk at (907) 459-1020.

LC Libraries may charge overdue fines. Please contact the Noel Wien Circulation Desk at (907) 459-1020 or the North Pole Help Desk at (907) 488-6101 if you receive notice of fines owed.

LOST OR DAMAGED MATERIALS:

Patrons will be charged the cost of the lost and/or damaged item plus a $15 non-refundable processing fee. There is no processing fee for browsing paperbacks or magazines. Replacement copies for lost or damaged items are not accepted.

INCOMPLETE MATERIALS:

When library materials are returned missing a part or a piece, the patron has four weeks to return the missing components. Patrons who fail to do so within the four-week period will be charged a non-refundable fee.