

HOW TO USE IT

Start here:

- Go to <u>www.calaveraslibrary.com</u>
 Pull down the **Catalogs & Renewals** tab at top.
- Search our Elibrary Catalog.

 If we do not own the book or media item, proceed to
- Search for the item and Requestit.
- Choose **Calaveras County Library** from the menu and click the **Submit** button.
- Enter your library card number and your PIN number.
- Choose your preferred pickup location from the menu.
- Click the submit button.

REQUESTED ITEMS

- You can monitor the status of items you request by going to LINK+ My Account.
 Click View Your Record.
- You will be notified by email or phone when your item is ready for pickup.
- We will hold your books and audiobooks for 7 days;
 DVDs and Videos for 5 days.
- If not picked up, we will return items to the loaning library and charge you a \$1.00 processing fee.



BORROWING RULES

IMPORTANT INFORMATION

You can only request books or media items that Calaveras County does not have.

If your account is not current or in good standing, you will not be able to use LINK+.

Up to 5 requests may be placed at one time.

Loan Period: 21 Days for books and audiobooks. One renewal is usually allowed.

Loan Period: DVDs and Videos, 7 Days, NO RENEWALS.

Overdue fine for items returned after the due date: **\$1.00 per day, per item**.

Replacement cost for lost or damaged LINK+ items is \$115.00 per item.

FOR MORE INFORMATION

See any staff member at any branch for assistance on how to use **LINK+**, how to check for a book or media item, or how to check the status of an already placed request.

Call the San Andreas Central Library at 209-754-6510



TO RENEW ITEMS

- **1.** On the Calaveras County Library website at www.calaveraslibrary.com click on the **LINK+ My Account**.
- 2. Select the items you wish to renew by checking the box beside the title. Note: You cannot renew the items any sooner than three days before and no later than two days after the original due date.
- 3. Click the RENEW button. This does not automatically renew your item(s). It forwards a request to the loaning library on your behalf. You must check your LINK+ account at a later date to see if the renewal request has been approved.
- **4.** When you check at a later date, your request will have one of these item status notifications:
 - New Due Date renewal was approved.
 - Renewal Pending request still in process, check again at a later date.
 - Renewal Denied renewal not approved. Items must be returned by original due date to avoid the \$1 per day overdue fee.



It is . . .

- Is a catalog of materials from over 80 participating libraries in California and Nevada.
- Gives you access to over 9 million titles from academic, public and special libraries.
- Delivers materials quickly and without charge!
- Allows you to place your requests directly from a single, online catalog using any computer, at any time, any place.



The Calaveras County Library System



Calaveras County Libraries & Open Hours

Calaveras County Librarie	3 G Opc	II Hours
San Andreas Central 1299 Gold Hunter Road San Andreas CA 95249 209-754-6510 publiclibrary@co.calaveras.ca.us	M T/W/F Th Sa Su	1-5 10-5:30 1-7 10-2 Closed
Angels Camp Branch PO BOX 456 426 N Main Street Angels Camp CA 95222 209-736-2198 (Patty Smalling) aclib@co.calaveras.ca.us	M T-F Sa Su	Closed 11-5 Closed Closed
Arnold Branch PO BOX 788 1065 Blagen Road Arnold CA 95223 209-795-1009 (Fran Devlin) arlib@co.calaveras.ca.us	M T-Sa Su	Closed 10-4 Closed
Copperopolis Branch 3505 Spangler LN Suite 106 Lake Tulloch Plaza Copperopolis CA 95228-9424 209-785-0920 (Shannon Jewel) cplib@co.calaveras.ca.us	M T/W Th F Sa Su	12-5 10-4 12-6 Closed Closed Closed
Mokelumne Hill Branch PO BOX 282 8328 Main Street Mokelumne Hill CA 95245 209-286-0507 (Judy Galli) FAX available for public mhlib@co.calaveras.ca.us	M T/W/Th F Sa Su	Closed 12-5 10-1 Closed Closed
Murphys Branch PO BOX 702 480 Park Lane Murphys CA 95247 209-728-3036 (Kris Loving) mrlib@co.calaveras.ca.us	M T-Sa Su	Closed 11-4 Closed
Valley Springs Branch 240 Pine Street Valley Springs CA 95252 209-772-1318 (Ray Bettinger) vslib@co.calaveras.ca.us	M-F Sa Su	1-5:30 Closed Closed
West Point Branch PO Box 195 54 Bald Mountain RD West Point CA 95255 209-293-7020 (Joan Jessup) wplib@co.calaveras.ca.us	M T-F Sa Su	Closed 2-5:30 Closed Closed



- A combined catalog of over 9 million unique books and media from participating libraries throughout California and Nevada.
- Go to our website to request an item not available at Calaveras County Libraries.
- It will be delivered to your local library branch for check-out.



