

## Programs for All Ages

We offer a variety of programs for all ages, including summer reading programs, kids art hour, pre-school story time, and a variety of programs for adults and teens.

Pick up our monthly calendar at one of the desks, check out our website and Facebook page, and sign up for our e-newsletter.



## Other Services

**Free-**

Computer Access  
Scanning  
Wi-Fi

Courtesy Phone  
Reference Services

**Fee-based-**

Faxing  
Printing  
Copying

Test Proctoring  
Ear buds/Headphones



**Hours:**

Monday– Wednesday 10am-8pm  
Thursday– Saturday 10am-5pm  
Sunday 1pm-5pm

**Website:**

[www.charlestonlibrary.org](http://www.charlestonlibrary.org)

**Facebook:**

[Facebook.com/charlestonlibrary](https://www.facebook.com/charlestonlibrary)

**Email:**

[information@charlestonlibrary.org](mailto:information@charlestonlibrary.org)

**Phone:**

Information: 217-345-4913  
KidSpace: 217-345-1514

**Fax:**

217-348-5616

**Address:**

712 Sixth St.  
Charleston, IL 61920  
Entrance & Parking are at 5th & Van Buren

## Charleston Carnegie Public Library

Information  
Technology  
Experiences  
Education



## Welcome to Your Library!



## Checking Items Out

### Check Out Periods

- 28 days:** Regular Books  
Audiobooks  
Music CDs  
Puzzles
- 14 days:** High Demand Books
- 7 days:** Regular DVDs/Blu-Rays  
Magazines
- 3 days:** New DVDs/Blu-Rays
- Varies:** Downloadable items  
Equipment- such as cameras  
Rental Books- \$0.10 / day

Generally, there is no maximum number of books you can check out, however, these items do have limits:

- Music CDs, Audiobooks, Puzzles,  
Downloadable items, & Magazines – 5  
DVDs, Blu-Rays, Equipment – 3  
Kits - 1

### Overdue Fees

- DVDs/Blu-Rays - \$1.00/day  
Magazines - \$0.10/day  
Equipment- \$2.00- \$5.00/day  
All Other Items - \$0.25/day

Items may be returned at the drive up book drop & outside wall book drop at anytime. They may be returned inside the library during library hours.

### Renewals

Most materials may be renewed in person, by phone, or online. Renewal policies vary, though, depending on item type. Please inquire or check online at [www.charlestonlibrary.org](http://www.charlestonlibrary.org)


### Holds

You may request that holds be placed on items which are already checked out from our library or other libraries in our system. No holds may be placed on Rental Books.

## Access the Library Online

[www.charlestonlibrary.org](http://www.charlestonlibrary.org)

Download best selling digital titles at home! Click on **MyMediaMall** to search, download & enjoy eBooks and audiobooks.

Click on the account button  and Select **Illinois Heartland Library System**. Type in your barcode number and the pin number (your pin number is the same as your password when accessing the catalog—starts as the last four digits of your phone number)

If you are new to MyMediaMall, click on the help button. 

**Advanced Search** is helpful in narrowing down your search by format, subject and other options. If you do not want to place a hold you can check the box **Show only titles with copies available**.

There is also an **Overdrive app** that is compatible with most devices, to make accessing the catalog even easier.



## Online Catalog

[www.charlestonlibrary.org](http://www.charlestonlibrary.org)

To access the online catalog to search for items and to view your account click on **Catalog**.

*When prompted to log in, use the barcode number on your card and your password (starts as the last four digits of your phone number).*

Click on **My Account** and select one of the following options:

- Click **Items Out** to view items out, due dates, and to renew your items.
- Click **Requests** to see the status of your items on hold and to suspend a hold.
- Click **Fines and Fees** to view your fines.
- For your convenience, the online catalog has several user-friendly options. Click **My Record** to adjust these settings.

-Under **Contact Information and Preferences**:

-Select **Maintain Reading List** to have the system track the items you have checked out in the past. Some patrons find this useful for remembering what they have and have not read.

- Select **Email Address** or **Text Messaging** to receive automatic notices about items ready for pick-up, pre-overdue notices, and item overdue notices.

-Under **Change Logon**:  
-Select **change username** to change your username (the default is your library card number).

-Select **change password** to change your password .