

## Welcome to Hutchinson Public Library

Free resources are always available to keep you connected to lifelong learning and growing. We've named our logo's character "Seemore," and its bright colors and smiling demeanor symbolize our guiding principles to be inspiring, friendly and kind, and help others. We believe people young and old learn best through play. We empower everyone to explore the world of information. Seemore's glasses celebrate the act of discovery.

## Using Your Library Card

You are the only person who can use your card and must have your card with you when you check out. You are allowed to check out materials one time without your card but you must have a photo ID with you to do so.

The first time you use your card, you may check out up to 5 items, not including auto repair manuals, overnight reference materials, or artwork. These items can be checked out the next time you visit the library.

Please check out materials at the self-checkouts whenever possible. Return items in the outside 24-hour book drop in the back parking lot except for Braille books, hotspots and artwork.

## Your Online Account

To access your library account, renew items or place holds online, go to **[www.hutchpl.org](http://www.hutchpl.org)**.

- Click on My Account on the very top of the page.
- Enter your entire library card barcode number without spaces.
- Your password is the last 4 digits of your telephone number.



# In Library SERVICES

### Services currently available inside library

To comply with current governmental mandates, a mask must be worn at all times inside the library.

If you need a mask, we can supply one.

- Public & Children's computers
- Catalog computers
- Interlibrary loans (some limitations)
- Browsing the stacks
- Microfilm Readers (Hutchinson Public Library microfilm only)
- Kansas Room - Limited access up to 6 people at a time, research or study only.
- Place holds
- Readers Advisory
- Research
- Staff assisted copy/fax
- Self check-out
- Typewriter
- 3D Printer
- Newspapers (some limitations)
- Proctoring
- One-on-One Tech Help (limited)
- The Friendship Book Store
- Meetings/Study Groups

### Public Computer Lab

- Computers are socially distanced
- No hands-on staff assistance
- Sessions limited to 60-minutes per user/day with some exceptions.



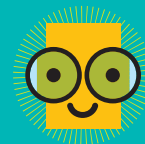
### 620-663-5441 Telephone Extensions

116	Public Services
114	Business Office
137	Reference Services
121	Children's Services

## Your New Library Card



**Congratulations!**  
**You are now connected to  
anywhere you want to go!**



## HUTCHINSON PUBLIC LIBRARY

901 N. Main, Hutchinson, KS

**Hours During COVID Mitigation:**  
**Mon - Fri: 10am - 1pm & 3pm - 6pm**  
**Sat: 10am - 1 pm**  
**Sun: Closed**

**[www.hutchpl.org](http://www.hutchpl.org) 620-663-5441**

# Circulation POLICIES

## CHECKOUT

Items available for 3 weeks with 1 renewal:

- Adult fiction and nonfiction
- Braille books
- Books on CD
- Children's fiction and nonfiction
- Government documents
- Kansas Circulating Collection
- Music CDs
- Pamphlets
- The Great Courses DVDs

Items available for 1 week with 1 renewal:

- Auto repair manuals
- Books with more than one reserve
- DVDs
- Magazines

Items available for 1 week with no renewal:

- WiFi hotspots (must be 18 years old or older)

Some reference works may be checked out overnight. Arrangements are made through Reference Services.

Artwork is available for 60 days with no renewal. A \$2.00 checkout charge is required per painting. Restricted to residents within the city limits of Hutchinson. Limit two.

## FINES

During the COVID-19 Pandemic, we will not be charging late fees on items except hot spots, artwork, overnight loans and Interlibrary Loan items. Patrons with lost items will be charged the replacement cost of the item.

Children's cards accumulate no fines.

Senior cards accumulate no overdue fines.

Hotspots: \$5.00 per each day overdue. Item is considered lost after being overdue for 7 days. Patron is billed \$75.00 for lost Hotspot. Sim card is deactivated after being one day overdue.

Artwork: 25 cents per day with one day grace period.

Overnight loans: 50 cents per hour with no grace period; maximum fine is price of item.

The library should be notified immediately when a card is lost or stolen. Replacement card is \$1.00.



## PATRON STATUS

The library considers a patron to be in good standing if:

1. the patron owes less than \$5.00 in fines or lost books.
2. the patron does not have more than 15 items overdue.

A patron found NOT to be in good standing with the library may not check out any more items. Full library privileges will begin when the fines are paid below the \$5.00 limit or the overdue books are returned.



## Senior Privilege Program

Library users 65 years of age or older are enrolled in the Senior Privilege Program. The Senior Privilege Program is a "no fine" courtesy extended to senior citizens. Card holders will continue to get overdue notices, *but fines will not accumulate*. Patrons will still be responsible for returning borrowed materials as soon as possible and reimbursing the library for any damaged or lost materials. Senior citizens may also want to ask about our outreach service.

# Downloads NO FINES

## CLOUD LIBRARY

Thousands of e-books and e-audiobooks free to borrow. Titles automatically returned, so you incur no late fees.

## FLIPSTER MAGAZINES

Don't pay for a subscription! View and print pages from your favorites.

## KANSAS EZ LIBRARY

The State Library of Kansas works with Kansas libraries to provide digital library books for all residents. Most require a Kansas Library eCard for use.



Look for these quick links and more at  
[www.hutchpl.org](http://www.hutchpl.org)