

# *Welcome to the Mercer County Library System*

## **Mission Statement**

The Mercer County Library System recognizes that access to information empowers individuals with knowledge and opportunity.

The library is committed to providing the materials and services that satisfy the educational, informational, recreational, and cultural needs of our diverse community, and strives to encourage a lifelong interest in reading.

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



**Mercer County Library System**



Brian M. Hughes, County Executive

## Congratulations on obtaining a Mercer County Library Card!

### MCLS

Thank you for joining our library system.

There's more to the library today than ever before.

Let us share just a few of the benefits your new library card provides:

**Access:** A library card with MCLS allows access to over 780,700 holdings throughout the library system and the majority of the collection at the Mercer County Community College. The library system shares an integrated online catalog that allows our patrons to search the collections of all nine branches and the Mercer County Community College.

**Options:** In addition to an extensive print collection, we also offer a substantial number of videos on DVD and Blu-ray, music CDs, Books on CD and Tape, Playaways®, and Playaway views®. If you enjoy downloading or streaming your content, we offer audiobooks and eBooks through eLibraryNJ; eBooks, music, movies, television shows and comics through hoopla; music through Freegal; and magazines through Flipster. We also offer book club-in-a-bag collections for book clubs that need multiple copies of a title.

**Convenience:** If the item you want is at another branch, we'll deliver it to the branch location of your choosing, most likely within one to two business days. Just place the item on reserve and let us do the rest. Renewal is easy in person, by phone, or online. Register for our email notifications and you'll receive a courtesy reminder three days prior to the due date that items are due soon. You can return most items to any one of our nine branch locations. If the library system does not own the item, we may still be able to get it for you through our Interlibrary Loan Department. Send us a suggestion for purchase through our website and if the item meets our collection criteria, we may decide to buy it and add it to our holdings.

**Opportunities:** There's a lot going on in our branches and it's all free to you! Browse the library's website, [www.mcl.org](http://www.mcl.org), for information on computer classes, museum passes, and adult and children's programming. We offer free meeting space for community, non-profit and civic groups, public internet computers, and WiFi at every branch. If you need something notarized, we can do that, too! (Please check our website for specific notary policies and parameters.)

Additional information about membership, services, and general policies can be found on our website. Check out our calendar of events and program photos, and see why we say that at MCLS, *we are more than just books!*

## Get Involved @ Your Library

The library and its support organizations provide many opportunities for patrons of all ages to become involved – whether it's to fulfill a school requirement or simply a personal endeavor, our volunteers contribute hundreds of hours annually to support the library's mission.

Friends of the Library, and other library support organizations, perform an invaluable service to the library system. These non-profit groups are organized and maintained by volunteers who are committed to raising awareness about the library and the vast services it provides, as well as providing financial support for programs or services that are not included in the library's traditional budget. For further information on becoming a member of a group at your local branch, please see the branch manager.

**Brian M. Hughes**  
County Executive

**Kelvin S. Ganges**  
Chief of Staff

**Andrew A. Mair**  
County Administrator

**Marygrace Billek**  
Director, Human Services



### Board Of Chosen Freeholders Library Commission

**Ann M. Cannon**  
**John A. Cimino**  
**Pasquale Colavita, Jr.**  
**Samuel T. Frisby**  
**Andrew Koontz**  
**Anthony Verrelli**  
**Lucyille R. S. Walter**

**Phyllis M. Anker**  
**Walter Brown**  
**Joseph F. Cirafici**  
**Curtis Crowell**  
**Phyllis Heller**  
**Carol L. Knowlton**  
**Dennis Waters**

### Library Administration

**Ellen Brown**  
Library Director

**Richard J. Cavallo**  
CFO, Library

**Laurence McNamara**  
Supervising Librarian

*The Welcome Brochure is intended as a brief summary of library services and related policies for the convenience of newly registered library patrons. It is not intended to replace the complete MCLS Patron Policies, which can be found on the library's website or requested at your local branch.*

Revised 03/2017

**Database Suites:** MCLS subscribes to five main database suites that include a variety of resources that are ideal for students or anyone looking for information on topics such as health, business, or general reference.

**Ebsco:** In addition to the general Academic Search Premier and MasterFile, Ebsco provides a consumer health database and several business databases, as well as databases targeted to younger researchers or based on a specific topic, such as the science or literature.

**Facts on File:** A series of databases that focus on specific topics, such as African-American History Online or Issues and Controversies. Many feature images, video and audio as well as text-based resources.

**Gale Virtual Reference Library:** The Gale suite features the electronic versions of traditional print reference materials, including business directories, college guide books and a set of travel eBooks.

**Grey House:** A database of mostly history and economic texts, featuring PDF versions of print directories that cover a decade by decade look at life in the United States, as well as the popular *Value of A Dollar*.

**Salem Press:** The Salem suite also features the electronic versions of traditional print resources, such as the *Great Lives From History* and *Great Events From History* series or science series covering earth science, genetics, and disease.

To access these and our many other databases from home, go to the library's website, [www.mcl.org](http://www.mcl.org), and choose "From Home" under "Databases" in the drop-down menu at the top of the page. (The drop-down menu appears on every page of the website.)

Several of the library's databases also include **free apps** that can be installed on your phone or tablet for on-the-go research. Ebsco, Gale, Mango, Pronunciator, and Reference USA are among the databases that offer free apps, which can be found in the Apple App Store or the Google Play Store.

In addition to the database apps, be sure to look for BookMyne in order to access the library's online catalog and your personal library account.

The digital collections all also feature apps - eLibraryNJ can be accessed using the OverDrive Media Console app, and hoopla, Freegal and Flipster have apps that can be found in your device's app store.

## About MCLS

Mercer County Library System (MCLS) is composed of nine branch libraries serving the communities of East Windsor, Ewing, Hightstown, Hopewell, Lawrence, Twin Rivers, Robbinsville, and West Windsor. MCLS has a reciprocal agreement with Plainsboro Library, which allows MCLS cardholders to obtain a Plainsboro library card by presenting their current MCLS library card and required identification. Plainsboro cardholders may do the same to obtain an MCLS library card.

Our online catalog allows patrons to search the collections of all nine branches and Mercer County Community College. Reserves placed on items from other branches are delivered via a van service, ensuring prompt and efficient patron service.

MCLS offers a variety of library card types for residents and non-residents who wish to use the library system. Residents and persons owning property in a participating municipality are entitled, upon verification of eligibility, to a free card, renewable every three years. Students who attend school and employees of businesses located in member municipalities are also entitled to a free library card, upon verification of eligibility, renewable annually. Non-residents can choose to purchase an internet-only or a non-resident card for a processing fee /annual fee.

*For specific eligibility and verification requirements for obtaining a library card, please see the MCLS Patron Policies.*

## Everyone is invited to use the library

Please ask the staff about accessibility options in our library system. Patrons may submit any requests for accommodations for persons with disabilities to your local branch. Visually impaired patrons may access the online services offered by the New Jersey Talking Books and Braille Center at a kiosk at the Lawrence Headquarters Branch. The NJ State Library's Talking Books and Braille Center can be reached at 800-792-8322.

## Donations

Branches of the library system will periodically accept clean and gently used donations of items as space permits. Donated items become the sole property of the library and may be added to the collection or sold by the Friends of the Library or other library support organizations in a book sale. The library is under no obligation to add a donated item to the collection or to notify the donor of the disposition of that item. Restrictions on the types of materials that are accepted at each branch apply. Please check with your branch about specific instructions before dropping off donations.

## Library Administration

Ellen Brown, Director

Richard J. Cavallo, Chief Fiscal Officer, Library

Laurence McNamara, Supervising Librarian

2751 Brunswick Pike

Lawrenceville, NJ 08648; 609/883-8297

Hours: 8:30 am—4:30 pm, Monday through Friday

## Lawrence Headquarters Branch

James Damron, Manager

2751 Brunswick Pike

Lawrenceville, NJ 08648

GPS: 40.266154, -74.718522

609-882-9246 Hours: Monday through Thursday: 9:30

am—9:00 pm

Friday & Saturday: 9:30 am—5:00 pm

Sunday: September through May, 12:30 pm—5:00 pm

## Ewing Branch

Jacquelynne Huff, Manager

61 Scotch Road

Ewing, NJ 08628

GPS: 40.267897, -74.800951

609-882-3130

Hours: Monday through Thursday: 9:00 am—9:00 pm

Friday: 9:00 am—5:00 pm; Saturday: 9:30 am—5:00 pm

Sunday: September through May, 12:30 pm—5:00 pm

## Hickory Corner Branch

Sharon Galbraith Ryer, Manager

138 Hickory Corner Road

East Windsor, NJ 08520

GPS: 40.261171, -74.538421

609-448-1330

Hours: Monday through Thursday: 9:30 am—9:00 pm

Friday & Saturday: 9:30 am—5:00 pm

Sunday: September through May, 12:30 pm—5:00 pm

## Hightstown Memorial Library

Emily Frey, Manager

114 Franklin Street

Hightstown, NJ 08520

GPS: 40.270305, -74.521330

609-448-1474

Hours: Monday through Thursday: 9:30 am—9:00 pm

Friday & Saturday: 9:30 am—5:00 pm

## Online Databases and Apps

Through our website, patrons have access to over 30 databases, many of which can be accessed outside of the library with a valid library card. Topics covered range from academic research to auto repair, travel and genealogy.

Visit the reference section of the library's website or speak to a staff member for more information about the wide variety of databases we offer.

Here are some of our most popular databases:

**NextReads Newsletters:** Not sure what to read next? Be sure to sign up for our NextReads newsletters. Just look for the link on the main page of our website. Each newsletter focuses on a different genre, so sign up for as many as you want and get regular updates on new titles you might like to explore next.

**NoveList Plus:** The library also offers the NoveList Plus and NoveList Plus K-8 databases that let you find books based on plot points or by simply entering a title or author and clicking the **Reads Alike** link to get suggestions of similar books.

**Mango, Rosetta Stone and Pronunciator:** What better way to learn a new language than from the comfort of your home or while at the office? With your library card, you can set up an account on these three databases and follow a personal learning path for the language of your choice.

**Job and Career Accelerator:** Get detailed information on occupations that suit your interests, access current job listings, create resumes and cover letters, or simply brush up on your interview skills.

**Learning Express Library:** This database provides a completely interactive online learning platform of practice tests and tutorial course series designed to help students and adult learners succeed on academic and licensing tests.

**Full Text Finder:** More of a resource guide than a database, Full Text Finder lets you look for publications that are owned by the library in print, on microform, or featured in one of our databases. For some databases, Full Text Finder will even allow the user to view a list of available issues to see the full text version of the articles from those issues.

**AncestryLibrary:** The premier online genealogy database is available for use in the library only, but is now accessible at most branches via the free library WiFi connection if you wish to search using your own laptop. See staff at your local branch for more details.

## Visit Our Virtual Branch 24 Hours a Day!

Mercer County Library System patrons have available to them thousands of titles that they can access anytime, anywhere via our subscriptions to eLibraryNJ, hoopla, Flipster and Freegal. Look for links to these services on the library's website and catalog. All services offer apps for Apple and Android devices, or can be accessed from any computer. With eLibraryNJ, patrons can find downloadable audiobooks and eBooks, while hoopla features streaming music, video, comics, eBooks and audiobooks. Flipster contains over 20 popular magazines and Freegal features downloadable and streaming music, and music videos.

## Blog and Social Media

We invite you to visit our blog, [mercercountylibrary.blogspot.com](http://mercercountylibrary.blogspot.com), which features two new articles a week written by library staff. A wide variety of topics are covered, including crafts for kids, tech tips, hobby resources, book reviews, and general interest articles.

Follow us on social media and receive our latest blog posts, featured programs and more on your news feed. Look for links on our website.

## WiFi Access

All branches offer free WiFi service. Users can connect to our system, [mercercolibrary.com](http://mercercolibrary.com), any time during regular business hours. Patrons of our Hollowbrook branch should connect to the Hollowbrook Community Center WiFi system.

## Computer Classes

Our branches offer various levels of computer instruction to the public, from one-on-one sessions to a full schedule of classes taught in a dedicated lab. Topics covered include computer basics through specific device usage, e.g. how to use an iPad. The Lawrence Branch offers a full monthly schedule of classes, which are listed online and in the printed monthly brochure, while all other branches list classes on their programming calendar or by appointment. Please feel free to ask the staff at your branch for more information on the types of computer instruction offered at that location.

## Public Computers

The library system provides public computer terminals featuring internet access and Microsoft Office at each branch. Filtered terminals are located in the children's section at each branch for safe web surfing and homework help. Please see the *Internet Use Policy* and the *Parent's Guide to the Mercer County Library Services for Youth* brochures for more information.

### Hollowbrook Branch

#### Christine Crawford, Manager

Hollowbrook Community Center

320 Hollowbrook Drive

Ewing, NJ 08638

GPS: 40.264341, -74.769176

609-883-5914

Hours: Monday through Friday: 9:00 am—5:00 pm. Closed 12—1 pm daily.

### Hopewell Branch

#### Andrea Merrick, Manager

245 Pennington—Titusville Road

Pennington, NJ 08534

GPS: 40.327399, -74.801122

609-737-2610

Hours: Monday through Thursday: 9:30 am—9:00 pm

Friday & Saturday: 9:30 am—5:00 pm

### Twin Rivers Branch

#### Jeanne Murray, Manager

276 Abbington Drive

East Windsor, NJ 08520

GPS: 40.264410, -74.488178

609-443-1880

Hours: Monday through Thursday: 9:30 am—9:00 pm

Friday & Saturday: 9:30 am—5:00 pm

### Robbinsville Branch

#### Ann Marie Ehrenberg, Manager

42 Allentown-Robbinsville Road

Robbinsville, NJ 08691

GPS: 40.214678, -74.619016

609-259-2150

Hours: Monday through Thursday: 9:30 am—9:00 pm

Friday & Saturday: 9:30 am—5:00 pm

### West Windsor Branch

#### Rina Banerjee, Manager

333 North Post Road

Princeton Junction, NJ 08550

GPS: 40.306989, -74.633254

609-799-0462

Hours: Monday through Thursday: 9:30 am—9:00 pm

Friday & Saturday: 9:30 am—5:00 pm

**Sunday: September through May, 12:30 pm—5:00 pm**

## **Check-outs, Renewals & Other Services**

**All patrons are required to present their library card when checking out items.**

**Check-outs:** Library materials, with the exceptions of DVDs, Blue-rays and ILL items, circulate for a period of three weeks. DVDs and Blu-rays circulate for one week. Interlibrary loan items circulate for four weeks and may be renewed at the discretion of the lending library. Reference materials do not circulate. Damaged materials may be assessed a fee commensurate to the degree of damage to the item. Lost materials will be assessed the full replacement cost, plus a \$2.00 processing fee. The replacement charge for a lost library card is \$2.00.

**Renewals:** Circulating items, with the exception of Interlibrary Loan material, may be renewed in person, by phone, by using the public online catalog in the library, or via [www.mcl.org](http://www.mcl.org) using the online catalog, if the item is not on reserve for another patron. The extended use fee on print materials, compact discs, and Books on CD is \$.10 per day. Extended use fees for DVDs, Blu-rays and Playaway Views® are \$1.00 per day; ILL materials are \$.25 per day.

**Returning Items:** You may return items, *except museum passes*, to any of the nine branches of the library system. Each branch has a book drop, open 24 hours a day. Please do not return audio-visual materials (DVDs, CDs, etc.) in the book drop; there is a \$1.00 fee for doing so. The Ewing, Hickory Corner, Hopewell, Lawrence, Robbinsville, and West Windsor branches have outside DVD return boxes. Only DVDs and Blu-rays can be returned in these boxes. There is a \$1.00 fine for all other items returned in the DVD boxes.

**Reference:** In addition to an extensive collection of books for general reading, the library provides assistance for locating information for school assignments, career planning, investment information, medical and legal resources, business development, and many other materials pertaining to a host of subjects including literacy and foreign languages.

**Photocopies and Email Notifications:** Photocopying or copies made on a computer are assessed a charge of \$.10 per page for black and white or \$.50 per page for color prints. Patrons may elect to be notified by email about reserved items ready for pick-up, as well as due date reminders and overdue courtesy notices. Library patrons who select email notification may ask at any branch to have an email address added to their record. Please make sure to add [sirsi@odyssey.sirsi.net](mailto:sirsi@odyssey.sirsi.net) to your contacts.

*This brochure serves as a summary only; please see the complete Patron Policies available on the library's website for further details regarding circulation policies and other services.*

## **Programming for Adults & Children**

Each month hundreds of adult and children's educational and entertaining programs, movies, and events are offered throughout the library system. You can find out what's happening and where through our print and online calendars. Online calendars can be found on the library system website, [www.mcl.org](http://www.mcl.org).

### **Contact Us, Interlibrary Loan, Suggest for Purchase**

The **Contact Us** link on our website provides easy to use electronic forms that put you in direct contact with staff in the department that can help you best. Patrons can request materials that are not available within MCLS through the Interlibrary Loan Department. Library card holders may submit up to three requests at a time. There may be fees associated with materials requested through the ILL Department, depending on the policies of the lending library. Patrons may also suggest titles for purchase using the Suggest For Purchase form. For general help, comments or suggestions, please use the Contact Us form. Patrons may also call or ask in person for these forms at their local branch.

### **Home Borrowers Service**

The Home Borrowers Service provides direct delivery service of materials by volunteers to valid Mercer County Library cardholders who are housebound. Mercer County Library System cardholders who are temporarily or permanently housebound may utilize this service. Each patron is matched with a volunteer on a one-to-one basis. Deliveries will be arranged on a regularly scheduled day and time that is mutually convenient to both the patron and the volunteer. For further information on receiving this service or volunteering as a driver, please contact the Lawrence Headquarters Branch, 2751 Brunswick Pike, Lawrenceville, NJ 08648, 609-883-8292.

### **Museum Passes**

The library system offers various passes to area museums. Each pass can be checked out for three days and will allow access for a certain number of people. Please see each pass for specific restrictions. To obtain more information about each pass or to make a reservation, visit the library's website or ask a staff member for information on the library's free Museum Pass program.

### **Notary Public**

MCLS offers limited Notary Public service for free and by appointment to all Mercer County residents. Please check the website, [www.mcl.org](http://www.mcl.org), for further information on this service and its specific parameters.