

**Library Hours:**

Sunday – Friday	3 – 7 PM
Wednesday	10 AM – 12 PM
Saturday	CLOSED

Holiday and weather closings will be posted on our front door and to our website, social media, or publications when able.

Circulation and reference personnel are available during regular hours. Our catalog is viewable online anytime. Users may log in to view or renew materials they have borrowed.

Contact us by

- Phone: (641) 482-3115.
- Email: [sara.mechtel@melbourne.lib.ia.us](mailto:sara.mechtel@melbourne.lib.ia.us)
- Online: [www.melbourne.lib.ia.us](http://www.melbourne.lib.ia.us) or Melbourne Public Library on Facebook
- Mail: 603 Main Street, Melbourne, IA 50162

The Melbourne Public Library is a non-smoking environment. Food and beverages are allowed in the kitchen. Beverages that can be closed are allowed anywhere besides the computer area.

**In-House Use:**

- Wi-Fi is free for NETGEAR69 and requires password politeprairie704. It is left on 24/7 at the staff's discretion. Service failure may occur due to incompatible devices, connectivity problems, or power outages. Staff may shut down service during closed hours if vandalism or littering occurs on Library grounds, or the public Wi-Fi is used for illegal purposes (e.g. movie downloads).
- Four public access computers are available for reference, education, and fun. Users are allowed time periods of 30 minutes. If no one else is waiting to use the computers, users may continue using computers at the staff's discretion. Adults or children using the computer for work rather than play are given preference & can stay on as needed at the staff's discretion.
- Tablet and e-readers are available for use upon signing the Equipment Use Policy & Agreement. Users may find the agreement on our website or at the Front Desk.

- One color/black & white copier & scanner. No fax is available.
  - 10¢ per black & white printed page.
  - 25¢ per color printed page.
- The Library also has a TV with DVD player for programs and other uses.
- Various puzzles and games donated or bought by the Library are available for use during open hours. The staff requests that volume be kept at a reasonable level.

### **Other Services & Resources**

The Library participates in BRIDGES, a free state-wide consortium of e-books and video streaming available through OverDrive. To learn how to access this service, please see staff or pick up a brochure in the Library.

A meeting room is available during or outside of Library hours at the director's discretion. Users may rent the basement for public or private uses. The space includes a kitchenette, restrooms, smart TV, and special equipment (such projector & screen) upon application. More information can be found in the Meeting Room Policy on our website or at the Front Desk.

Staff typically makes complimentary hot drinks available. Coffee and hot water for tea or cocoa (provided seasonally) can be found in the kitchen. Users may partake in the kitchen; open drinks are not allowed in the stacks or at the computers.

### **Reference Services**

Whenever you are looking for materials or information, stop at the Front Desk. A librarian is available to help you.

The collection of reference materials includes:

- Indices
  - Gale & Credo Reference are a set of online indices to periodicals, books, and more. These services include reader advisory tools and Chilton repair manuals.
- **BrainFUSE**
  - Learning Express provides education for school, career, computer, and other skills. Users have access to preparation tools for GED, PSAT, SAT, ACT, and more. It is available in English and Spanish.

- Transparent Languages provides access to hundreds of languages to learn at your pace with help from native speakers.
- Reference books
  - Encyclopedias, dictionaries, atlases, and almanacs.

We are available to help with online searches, to answer in-person, telephone, and email reference questions, and can provide limited help with homework. We will help you find the information you need.

The Library staff can direct you to the tools most useful for your particular research needs. They can also help you find materials available in other libraries, both in the local area and the country through **Interlibrary Loan**.

We also provide a **Book Delivery Service** to those who are home bound. Upon a phone call or email request, we will deliver the needed books to your home and pick them up free of charge. A home visit service is available for local daycares that wish to participate in **Story Time**.

### **Programs:**

#### Adult Programming

- **Book club** – Meets on the third Tuesday each month at 7 PM in the basement. The book of the month is discussed. Coffee may be provided by the Library, treats are provided by attendees. All are welcome.
- **Card Club** – Meets each Tuesday 2 – 5 PM in the basement. Subject to seasonal hiatus.

#### Children and All-Ages Programming

- **Story Time** – For preschoolers aged 1 – 4 years. A storyteller leads kids through exercise, stories, and activities or crafts. Holidays and special occasions may include extra activities or treats.
- **Movie & Popcorn** – On some West Marshall’s teacher in-service Wednesdays, we offer a free movie and popcorn to kids of all ages. Showings are from 1:30 – 3:30 PM.
- **Community Potlucks** – Meets monthly as members are available in the basement. Cooks bring their dishes to the potluck to share and compare.
- **Summer Library Program** – We offer this at preschool & all-ages levels. Days and hours for this are offered when school is out for the summer.

Special events and programs are available throughout the year. Announcements are posted in town businesses, in the Mid Iowa Enterprise, and by Melbourne Public Library on Facebook.

Melbourne Public Library  
**LIBRARY SERVICES**

*Revised April 2018*

Adopted: February 6, 2006    Revised: February 7, 2007; January 7, 2009; February 20, 2013;  
October 30, 2015; April 2017; April 2018; December 2019