

## LIBRARY CARDS

Adult library cards will be issued to anyone with proof positive identification. A driver's license, utility bill, or a checkbook are the most common forms of identification. You can access your account through the online catalog with a Personal Identification Number (PIN). With this access, you can view a list of items you have checked out; renew items; see your outstanding fines; view, place or cancel hold items. By adding your e-mail address to your account, you can receive all notices electronically.

## LOAN PERIODS

28 Day: Fiction, Non-Fiction, Audio Books, Paperbacks, and Music Cassettes

14 Day: New Fiction

7 Day: Videos, DVDs, CDs, Magazines

1 Day: Museum Passes

Renewal: 28 day material may be renewed in person, at the online catalog, or on the telephone for an additional 14 days, if there are no holds.

## FINES

Adult and Young Adult Material \$0.20 per day

Children's Material \$0.10 per day

Videos/DVDs \$1.00 Per Day

Museum Passes \$6.00 Per Day

ALL FINES ARE USED TO SUPPORT THE LIBRARY

## RESERVES AND INTER-LIBRARY LOANS

Reserves and inter-library loan requests may be completed at the circulation desk, or at the online catalog. You will be notified by phone, electronically or mail when the item is ready for pick up. All library materials, except videos/DVDs, may be reserved. Some items may not be available through inter-library loan.

## THE ADULT LEARNING CENTER

The Center provides tutors, books, and tapes to improve reading, writing, speaking, and math for GED/Literacy/ESL students. Hours are:

MONDAY	6:00 pm – 9:00 pm
TUESDAY	9:00 am – 12:00 pm 2:00 pm - 4:00 pm
THURSDAY	9:00 am – 12:00 pm 2:00 pm - 4:00 pm 6:00 pm - 9:00 pm
FRIDAY	9:00 am – 12:00 pm

For more information, or to volunteer to tutor, please call Margaret McBride at 281-9763 ext. 23 during program's hours.

## FRIEND ROOM

The Weston U. Friend Room is a meeting room located on the ground floor of the library next to the Children's Room which can accommodate up to 70-75 people. It is available for rent to groups for meetings or programs of an educational, cultural, or civic nature. No smoking is permitted anywhere and all fire laws shall be strictly enforced. No alcoholic beverages may be served on the premises. Rent is \$50 for the first three hours and \$20 for each additional hour. Available for use with the rental of the room is a large pull down screen, overhead projector, a slide projector, a podium, and a television and VCR. Tables and chairs can be preset to suit most meeting configurations. A full kitchen is available near the Friend Room for an additional charge.

Those interested in booking the Friend Room should do so at least two weeks or more in advance to ensure availability. Contact the assistant director or the reference librarians to reserve space.

## Sawyer Free Library

2 Dale Avenue

Gloucester, MA 01930

978-281-9763

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



*Books are lighthouses on the sea of time.*

### REGULAR SCHEDULE:

Mon.-Thurs.	8:30 a.m. - 8:00 p.m.
Friday	8:30 a.m. - 5:00 p.m.
Saturday	8:30 a.m. - 5:00 p.m.
Sunday	closed

### SUMMER SCHEDULE:

Mon.-Thurs.	8:30 a.m. - 8:00 p.m.
Friday	8:30 a.m. - 5:00 p.m.
Saturday	8:30 a.m. - 1:00 p.m.
Sunday	closed

## ***Welcome!***

For 175 years, the Gloucester community has been served by this cultural institution. The Gloucester Lyceum and Sawyer Free Library has a collection of over 100,000 items, a wide variety of programs and cultural events, and a friendly, service-oriented staff. The library reaches near and far - from our shut-in service, to our high-speed access to the Internet. The Gloucester Lyceum, first established in 1830, is responsible for interesting, thought-provoking programs. The Library belongs to the North of Boston Library Exchange (NOBLE), a cooperative effort of 28 area libraries founded to improve library service through automation. Access is available to over two million items in NOBLE's catalogs and information sources regionally, statewide, and even internationally.

We hope that you will find our library to be a place of enrichment, and that you will enjoy our wealth of services. Our staff is ready to provide assistance, so please ask if you have any questions.

## **The library online**

The Sawyer Free Library maintains a web site at [www.sawyerfreelibrary.org](http://www.sawyerfreelibrary.org). The website provides information on all library services, schedules, resource links, current program events, and access to the web catalog and other online services. The Library provides direct access to EBSCOhost, a collection of periodical databases, including MasterFile Premier, Academic Search Elite, ERIC, Health Source (Consumer and Nursing editions,) MEDLINE, Business Source Premier, Regional Business News, and Newspaper Source. These databases offers thousands periodical titles online in full text. Other reference databases available include Infotrac, Electric Library, Newsbank, netLibrary, Reference USA, and Oxford Reference.

## **REFERENCE**

The Reference Department has a wide variety of materials and services to meet your informational needs and answer your reference questions. The reference staff will assist you either in person or by telephone. We have print sources, electronic resources, and microfilm and microfiche machines. Take a look at our local history collection or sign up for Internet access or use our word processing computers. You can also borrow materials from other libraries through interlibrary loan.

The library owns various types of genealogical materials. We have vital statistics from Gloucester and other cities and towns. There are also city directories from 1860 to the present, maps, family histories, a Lost at Sea File, census records from 1790-1930, newspapers from 1827 to the present on microfilm, oral histories, city records, some early Massachusetts records, military records, genealogical periodicals, etc. A Selective Guide to Genealogical Resources and a copy of Gloucester, Massachusetts Town and City Records Guide as well as some other genealogical materials are available at the main desk. Most materials must be used in the library.

## **CHILDREN'S DEPARTMENT**

The Children's Room has books, kits, videos, and other material to appeal to kids of all ages!

There are 6 computer stations in the room. Monthly programs include Pre-school Story Hours, Mother Goose Time, and special Saturday children's events featuring a wide variety of performing artists. Constance T. Rhineland Performance Fund is the library's principle source of literary and cultural programs for youngsters. It is supported by her family. The fund has provided for a great variety of performances.

## **INTERNET ACCESS**

The Library offers ten stations for access to the Internet, as well as two additional stations dedicated to word processing. Use of the stations is free, but there is a printing charge of \$ .15 per page. To use the stations you need a current library card in your possession.

The library is a free wireless hot spot. Laptops are welcome, but the Library ask that the sound be turned off or use headphones. No printing is available through the wireless access.

## **MUSEUM PASSES**

Cape Ann Historical Association (closed in Feb.)  
The Children's Museum, Boston (Tues/Thurs/Sat. only)  
Essex Shipbuilding Museum (April-Oct)  
Gloucester Maritime Heritage Center  
Isabella Stewart Gardner Museum (Tues-Fri)  
Museum of Fine Arts  
Museum of Science  
New England Aquarium (Sept-June)  
Peabody Essex Museum  
Sargent House Museum (Memorial Day-Columbus Day)

You can reserve a pass in advance either in person or by phone. Only one pass per day per adult may be reserved. Coupon passes may be picked up within a week of the day of usage. Passes that are checked out must be returned by 9:30 am the day following the reserved date. There is a late pass fee of \$6.00 per day. All passes may be returned into the book drop if the library is closed. Some museums may charge a per person fee at the door.