

## 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 – 8:30 pm  
TUESDAY 9:00 am – 2:30 pm  
THURSDAY 9:00am - 2:30 pm  
6:00 pm –8:30 pm

For more information, or to volunteer to tutor, please call Melissa Buchanan 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

Adult Department		Children's Department	
Mon/Wed	8:30am-6:00 pm	Mon-Wed	10:00am-5:00 pm
Tues/Thurs	8:30am-8:00 pm	Thurs	10:00am-8:00 pm
Friday	8:30am-5:00 pm	Friday	10:00am-5:00 pm
Saturday	8:30am-5:00 pm	Saturday	8:30 am-5:00 pm
Sunday	closed	Sunday	closed

### SUMMER SCHEDULE

Adult Department		Children's Department	
Mon-Wed	8:30am-6:00 pm	Mon-Wed	10:00am-5:00 pm
Thurs	8:30am-8:00 pm	Thurs	10:00am-8:00 pm
Friday	8:30am-5:00 pm	Friday	10:00am-5:00 pm
Saturday	8:30am-1:00 pm	Saturday	8:30 am-1:00 pm
Sunday	closed	Sunday	closed

## Library Website

Visit The Sawyer Free Library's website at [www.sawyerfreelibrary.org](http://www.sawyerfreelibrary.org)

On the website, you can:

- Find information on all library services, schedules, and program events
- Search the online catalog and access your library account
- Access EBSCOhost, a collection of periodical databases that include MasterFile Premier, Academic Search Elite, ERIC, Health Source, MEDLINE, Business Source Premier, Regional Business News and Newspaper Source.
- Access other reference databases, including Infotrac, Novelist, Grolier Online, and more.

## Children's Library

The Children's Library collection includes books, audio books, DVDs, videos, CDs, music cassettes, kits, and magazines. We offer wireless internet access and educational software for children. Monthly school year programs include:

- Pre-School Story Hours
- Parent/Child Book Group
- Literary and cultural programs for children and families featuring a wide variety of performing artists

**Summer reading:** The Children's Library has books and booklists to support Cape Ann public and private schools; crafts, activities, and cultural events to promote reading.

**The Constance T. Rhineland Performance Fund** is the library's principle source of literary and cultural programs for children.

## Reference

The reference department offers a wide variety of services to meet all your informational needs. We have print sources, electronic sources, microfilm machines, and computers for internet use. If you can't find a particular item, we can get it for you from another library. We can answer your questions in person, over the phone, or by email.

Researching your family roots? The Sawyer Free Library is proud of our extensive collection of local history materials. Some items we have include:

- Vital statistics from Gloucester and other cities and towns
- City directories from 1860 to the present
- Newspapers from 1827 to the present on microfilm
- Oral histories, military records, maps, family histories
- Lost at Sea index

Most materials must be used in the library.

## Internet Access

The library offers 10 stations for access to the internet, as well as 2 stations dedicated to word processing. You **must** have your library card with you to use the computers; librarians **cannot** look up your number.

Printing costs \$.15 a page and **must be prepaid at the circulation desk before printing.**

The library is also a free wireless hot spot. Laptops are welcome, but the sound must be turned off, or you may use headphones. There is no printing available through the wireless access.

## Museum Passes

The library offers the following museum passes:

- Cape Ann Historical Museum (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-Sunday)
  - Museum of Fine Arts
  - Museum of Science
  - New England Aquarium (Oct-June)
  - Peabody Essex Museum
  - Sargent House Museum (Memorial Day-Columbus Day)
- You can reserve a pass in advance in person or by phone
  - Only one pass per day per adult
  - Some of the museums charge a per person fee
  - The number of people admitted by a pass is different for each museum
  - Passes that are checked out must be returned by 9:30am the next day
  - There is a late fee of \$6.00 per day
  - Passes may be returned in the book drop if the library is closed
  - Parking not included

## YA Department

The Young Adult (YA) Department is located on the second floor, next to the Reference Department. It contains materials for middle and high school aged students.