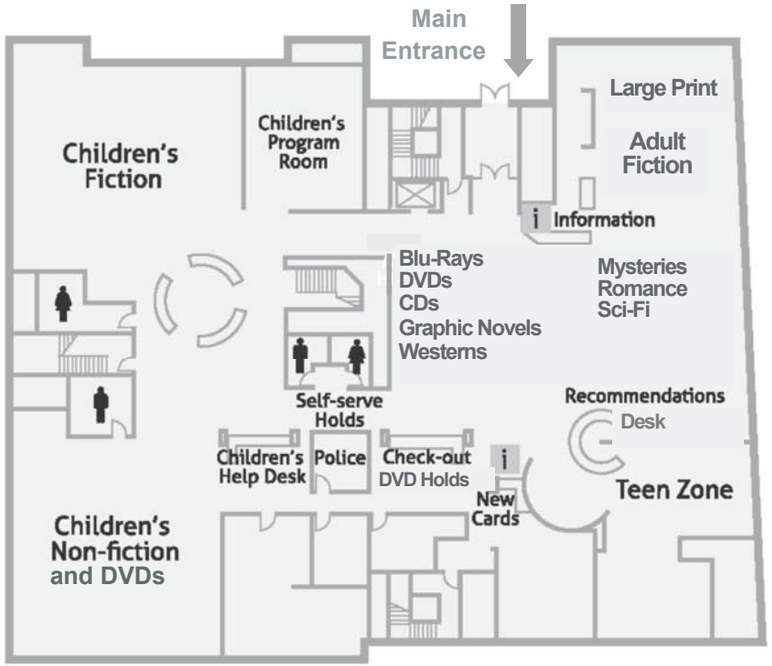
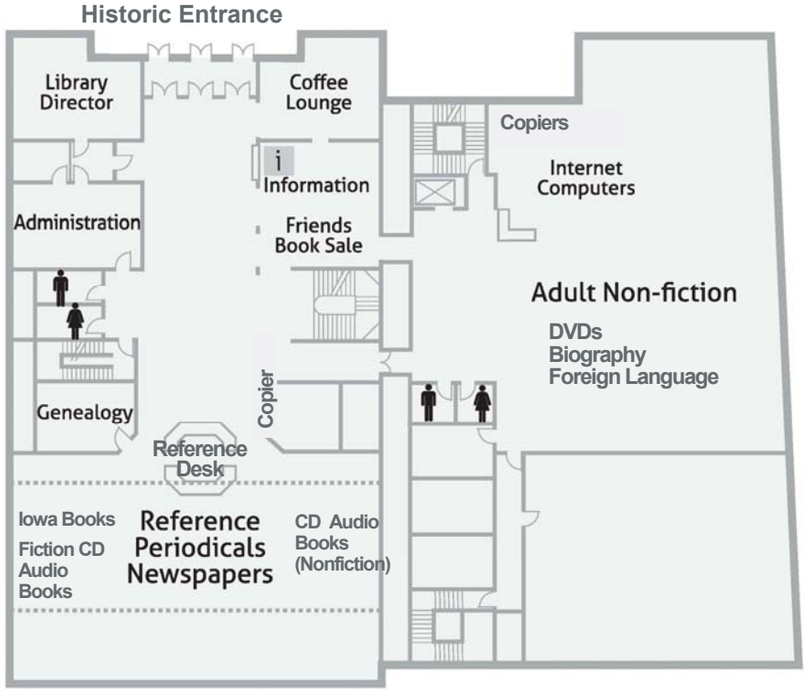
First Floor Map of the Library



Second Floor Map of the Library



Library Board of Trustees
Mike Willis, President
Jenny Weiss, Vice President
Dan Boice, Secretary
John Anderson-Bricker
Paula Connors
Patricia Poggemiller
Jon Trotter

Carnegie-Stout Public Library Foundation
The Library Foundation is an independent, non-profit organization that promotes reading and life-long learning. The Foundation raises funds for special library projects not operationally funded. Contact Library Administration for more information.

Friends of the Carnegie-Stout Public Library
The Friends of the Library is an independent, non-profit organization formed to promote all library services and to encourage citizens to make fuller use of the opportunities the Library offers. Contact Library Administration for more information.

Library Administration
Susan Henricks, Library Director
Michelle Hellmer, Adult Services Manager
Danielle Day, Youth Services Manager
Debra Stephenson Technical Services Supervisor
Jason Burds, Information Technology Supervisor
Bill Carroll, Circulation Supervisor

Volunteer Opportunities
The Library offers a variety of volunteer opportunities for individuals and groups. To become a library volunteer, please pick up an application at any library service desk or go to Library FAQs on the Library's Web Site at www.dubuque.lib.ia.us to find "Can I volunteer at the Library?"

Meeting Rooms
The Library has meeting rooms available for use for a fee. Contact Library Administration or visit the Library's web page for more information.

Carnegie-Stout Public Library
360 W. 11th Street, Dubuque, Iowa 52001-4697
Phone: (563) 589-4225
Public Fax: (563) 589-4306 / Business Fax: (563) 589-4217
E-mail: cspl@dubuque.lib.ia.us

Carnegie-Stout PUBLIC LIBRARY

Check out the possibilities!

A Guide to Library Services

Library Hours

Monday – Thursday	10:00 a.m. - 8:00 p.m.
Friday and Saturday	Noon - 5:00 p.m.
*Sunday	Noon - 5:00 p.m.

**Sunday hours begin after Labor Day & end the Sunday before Memorial Day weekend*

2015 Scheduled Library Closings

New Year's Day	Thursday January 1
Martin L. King Jr. Birthday	Monday, January 19
Easter	Sunday, April 5
Memorial Day	Monday, May 25
Independence Day	Saturday, July 4
Labor Day	Monday, September 7
Staff Development Day	Thursday, October 1
Veteran's Day	Wednesday, November 11
Wednesday, November 25	Closed at 5:00 p.m.
Thanksgiving Day	Thursday, November 26
Day after Thanksgiving	Friday, November 27
Christmas Eve	Thursday, December 24
Christmas Day	Friday, December 25
New Year's Eve	Thursday, December 31
New Year's Day 2016	Friday, January 1

Library Telephone Renewals (563) 589-0887
Library Web Site www.dubuque.lib.ia.us

LIBRARY CARDS

Any individual living within the Dubuque city limits may receive a library card free of charge. The Library may ask for a $1.00 donation to help defray the cost of the card.

- Residents of Iowa who have a current library card from their town of residence may be eligible for a limited service library card.
- Out-of-town residents and those with home libraries in Iowa may be eligible to purchase a library card. Inquire at the Circulation Desk.
- Residents of communities in Dubuque County without a library should inquire at the Circulation Desk.
- Visitor's library card; $10.00/month limited to 3 items. No internet use.
- Visitor's Internet access card; $52.00/year, $26.00/6 months, $13.00/3 months.

To get a library card, applicants are required to provide valid identification (driver's license or birth certificate and social security card) and proof of residence (voting card, utility bill, recently postmarked mail, or a check with an imprinted address). If the applicant has no proof of address, a postcard can be mailed to the residence and then brought to the library. The library does not accept a post office box address or college box address when applying for a library card.

Children under the age of 16 must have a parent or guardian's signature to receive a library card.

BORROWING MATERIALS

A valid library card or photo I.D. must be presented to borrow materials. Full access library cardholders may borrow up to 100 items including books, magazines, CDs and CD Audiobooks; up to five (5) DVDs; up to two (2) Books-to-Go; and two (2) DVDs-to-Go.

Books-to-Go, DVDs-to-Go, Interlibrary Loan materials and juvenile holiday books are not renewable. Items on hold for another patron may not be renewed. Items may be renewed only once.

Pre-notification of items coming due, reserves being held, or notice of overdue items, can be provided by e-mail. Please provide your e-mail address at the Circulation Desk.

Text–Messaging Notification System is now available for patrons to receive notification of account information, including holds and overdue items. Inquire at the Circulation Desk for more information.

TeleCirc, the Library's telephone circulation system, calls patrons when their reserved items are available and when materials are overdue. To renew materials, patrons may dial TeleCirc at (563) 589-0887. Enter the barcode on the back of your library card when requested.

LENDING LIBRARY @ ASBURY PLAZA HY-VEE

The Library has partnered with the Hy-Vee grocery store to provide a vending machine called the Lending Library for patrons to check out bestsellers, paperbacks, children's books and DVDs for all ages.

RETURNING MATERIALS

Materials may be returned to the following locations:

- Inside the Library during open hours.
- The walk-up 24-hour return boxes outside the Library's main entrance or drive-up boxes on Bluff Street.
- The 24-hour return boxes at Eleanor Roosevelt Middle School, 2001 Radford Road and Asbury Plaza Hy-Vee, Northwest Arterial.
- The return boxes at the customer service desk at the Kennedy Mall, 555 J. F. Kennedy Road, available during regular Mall hours.

YOUTH SERVICES

Youth Services provides materials appropriate for children of all ages. This diverse collection contains board books, picture books, easy readers, fiction, nonfiction, and reference books in print and non-print formats.

The Teen Zone provides a collection of books, CDs, magazines, audiobooks, and computers for young adults.

A variety of programs are held regularly. A complete activity schedule may be found in the Youth Services Department and on the Library's web page. Childcare providers, preschools, and elementary school teachers are encouraged to inquire about tours and story times.

ADULT SERVICES

Adult Services staffs the **Reference Desk** on 2nd floor and the **Recommendations Desk** on 1st floor. Inquiries and requests for information may be made in person, by telephone to (563) 589-4225, or by e-mail to yourlibrarian@dubuque.lib.ia.us. Adult Services offers book discussions, programs, computer classes, and movie nights.

Contact the **Reference Desk** for assistance in answering research questions, finding newspapers and magazines, as well as nonfiction, genealogy and Iowa Book materials. Staff can show you how to use the Library's online catalog, databases, downloadable materials, word processors, listening and viewing stations, copiers and microfilm reader-printers.

Visit the **Recommendations Desk** for reading, viewing, and listening suggestions. Staff can help you find new authors, place holds, and make requests for purchase or Interlibrary Loan. Interlibrary Loan requests have a $3.00 charge to offset postage for each request that is filled, with a limit of three items at one time.

Genealogy and Local History sources include a local obituary index, local newspapers and census data on microfilm, online newspapers and databases such as Ancestry.com and Heritage Quest. Encyclopedia Dubuque is also available online at www.encyclopediadubuque.org.

COPIERS

Black-and-white and color coin-operated photo-copiers are available. Black-and-white copies are $0.10 each and $0.15 for double sided copies. Color copies are $0.50 per 8.5 x 11 inch sheet. There is an extra charge for 11 x 17 inch sheet copies.

Scanning text and images up to size 11 x 17 inch sheet is $0.10 for each page. **Laminating** is $1.50 per foot.

FAX MACHINE

Fax services for sending and receiving faxes are available at the **New Cards Desk**. The number for the fax machine is (563) 589-4306. Fees charged are as follows: incoming or outgoing local or 800 numbers $1.00/page; incoming or outgoing long distance numbers $2.00 for the first page, $1.00/ page thereafter.

INTERNET

The Library requires that those using the Internet have an account in good standing. Printing is $0.10/black-and-white page, $0.15/black-and-white double sided page, and $0.50/color page. Inquire at the Information Desk about Internet Guest cards.

Library materials may also be searched, reserved, and renewed via the Library's website.

NON-PRINT COLLECTIONS

The library has available Blu-Ray's, DVDs, music CDs, books-on-CD and MP3 audiobooks in the Adult and Youth Services Collections.

Digital Collections are available on the library's website and include downloadable materials, e-Audio, e-Books, magazines, comics and streaming video.

Research databases offered include a variety of in depth resources such as genealogy, learning languages, small business reference center, investments, home improvement and repair, auto and small engine repair to mention some.

The Library subscribes to databases offering subject specific documents and articles from magazines and journals. There are educational, training and tutoring resources, that are also available through database access.

Listening and viewing stations are available for all media. Headsets are required and may be purchased at the Circulation Desk.

AUTHOR ALERT SERVICE

Complete a web form and you will be notified by email or text message when your favorite author, performer, or film studio has a work soon to be added to the collection.

MAGAZINES AND NEWSPAPERS

The Library subscribes to over 500 magazines and newspapers for adults and children. Most magazines may be checked out for one week with one renewal unless on reserve for another patron. Current issues cannot be checked out. Magazines and newspapers are also available online.

Revised January 1, 2015