

Services

- A variety of monthly programs for all ages including storytimes, adult enrichment events and classes, book clubs, and more
- Drive-up window for pick-ups
- Passport application assistance
- Ellison die-cut machine
- Homebound delivery service
- Two walkers & one wheelchair available for use within the facility
- Study rooms & carrels
- Free WiFi access
- Self-service fax machine (outgoing only- accepts credit cards or prepaid fax cards)
- Kirby Genealogy Room with microfilm readers
- Copy Machine (\$0.15 per page)
- Meeting rooms available for reservation
- Notary Service (call ahead)
- E-books and E-magazines linked on homepage



Borrower's Guide

Library Hours

| | |
|-----------------|-----------------|
| Monday-Thursday | 9 a.m. - 9 p.m. |
| Friday-Saturday | 9 a.m. - 5 p.m. |
| Sunday | 1 p.m. - 5 p.m. |

711 N. Clark
Cape Girardeau, MO 63701
(573) 334-5279
www.capelibrary.org
www.facebook.com/capelibrary

Materials

Checking Out Materials

Each user may have up to 40 items checked out at a time, but some item types have limits. These limits are detailed on the next page.

Item Holds & Requests

Holds may be placed on many of the items in our collection by calling User Services at (573) 334-5279 x100, downloading the BookMyne app, or using the online catalog. If we do not have an item that you are looking for, we can request to borrow it from another library. Please contact Adult Services at (573) 334-5279 x113 or use the **Request an Item** link on our homepage to request items.

Renewing Materials

Many of our items are renewable, **provided they are not on hold for someone else**. To renew items, please contact User Services at (573) 334-5279 x100, download the BookMyne app, or access your library account online.

Overdue & Lost Materials

Email overdue notices are sent at 7, 14, and 21 days overdue. The library has contracted with a collection agency to assist in recovering unreturned materials and unpaid fines for accounts over \$25.00. A non-refundable service charge of \$10.00 will be added to accounts in collections.

| Item Type | Loan Period (days) | Fines (per day) | Limit (per card) | Renewals |
|------------------------------|--------------------|-----------------|------------------|----------|
| Audiobooks | 21 | \$0.10 | 10 | 2 |
| BluRays | 7 | \$0.10 | 5 | 1 |
| Books | 21 | \$0.10 | No max | 2 |
| Cake Pans | 21 | \$0.10 | No max | 2 |
| Computer Software | 21 | \$1.00 | 3 | 0 |
| DVDs (Entertainment/Family) | 7 | \$0.10 | 5 | 1 |
| DVDs (Nonfiction) | 21 | \$0.10 | 5 | 1 |
| GRACE's Read to Succeed | 7 | \$0.10 | No max | 1 |
| Holiday Books | 7 | \$0.10 | 5 | 0 |
| Interlibrary Loans | 21 | \$0.10 | No max | 0 |
| Magazines | 7 | \$0.10 | 10 | 1 |
| Magnifiers & Low Vision Aids | 21 | \$0.10 | No max | 2 |
| Music CDs | 21 | \$0.10 | 5 | 2 |
| Playaways | 21 | \$0.10 | 5 | 2 |
| Playaway Launchpads | 7 | \$1.00 | 1 per family | 1 |
| Playaway Views | 7 | \$1.00 | 1 per family | 1 |
| Screens & **Projectors | 3 | \$5.00 | 1 | 0 |
| St. Louis Art Museum Kits | 7 | \$0.10 | 2 | 2 |
| Teacher's Reference | 21 | \$0.10 | 5 | 2 |
| Telescope | 7 | \$5.00 | 1 | 1 |
| *Test Prep Books | 21 | \$0.10 | 1 | 2 |
| Wii & Board Games | 7 | \$1.00 | 1 per family | 1 |
| WiFi Hotspots | 14 | \$4.00 | 1 per family | 1 |

*Test prep books are located at the Information Desk & require a \$20.00 refundable deposit.

**Projectors require a \$200.00 refundable deposit.