

# ATHENS COMMUNITY LIBRARY

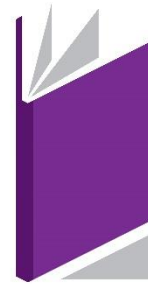
106 East Burr Oak Street

PO Box 216

Athens, MI 49011

269-729-4479 • [athens\\_library@sbcglobal.net](mailto:athens_library@sbcglobal.net)

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



**ATHENS**  
COMMUNITY LIBRARY

Greetings patrons:

Your public library, with your support, continues to update and become more user-friendly. As we continue to improve our service and comply with the State Library of Michigan requirements as well as the Michigan Department of Health and Human Services requirements, we are continually reviewing our Library Policies and wish to share this information with our patrons.

In August 2022, the citizens of Athens passed a millage to support the library. Therefore, tax payers within the Township of Athens are considered residents and are not required to purchase a library card. Additionally, the residents of the Nottawaseppi Huron Band of the Potawatomi are considered residents and are not required to purchase a library card due to PILT funding. However, as of January 1, 2023 non-residents (those who do not live within or pay taxes to Athens Township) are charged \$10 for individual library cards or \$30 for a family library card for use of all family members living at the same residential address. Residential library cards will expire three (3) years from application date; non-residential library cards will expire one (1) year from the application date.

The staff of Athens Community Library is happy to welcome and assist you. Our Library Hours are

Monday-Friday	9 am to 6 pm
Saturday	9 am to 1 pm
Children's Story Time	Saturdays at 11:30 am

Please review the attached policies, and sign and return any applicable forms to the library along with your library application and payment (if required): ACL Patron Application, ACL Patron Behavior Policy, ACL Computer and Internet Use Policy, ACL Circulation Policy, ACL Unattended Children and Vulnerable Adults, and the MeL/Libby/Hoopla instruction sheet.

We look forward to your next visit,

*Melissa Irons*

Melissa Irons

Library Director on behalf of the

Athens Community Library Board of Directors

## ADDITIONAL INFORMATION:

Our catalog can be located at <https://athens.biblionix.com/catalog/>

You can also find us on Facebook by searching for **Athens Community Library**

For interlibrary loan, go to **mel.org**, and create your account using your patron number.

To borrow eBooks, go to **libbyapp.com**.

## Michigan eLibrary (MeL) and Libby

Both can be accessed through our library website [www.athenscommunitylibrary.org](http://www.athenscommunitylibrary.org) or by going to [mel.org](http://mel.org) for MeL and [woodlands.overdrive.com](http://woodlands.overdrive.com) for Libby.

Your patron number is needed for both sites; Libby also requires a valid email address.

Patron #: \_\_\_\_\_

### MeL: Michigan's interlibrary loan system for physical items.

Look for items by entering keywords (title, author, subject, etc.) in the MeLCat keyword search bar on the main MeL page. On the results page you will likely see multiple entries for your desired material, **read carefully**, item entries can be different formats, DVD or Blu-ray for example, and it may not be obvious which is which. Click on the title of the item to see more detailed information. **Use "back to search results" to return instead of the back button.**

When you wish to order click "Get this from MeLCat", a checkout window will open. In the 1st box select Athens Library, in the 2<sup>nd</sup> box type your first and last name, and in the 3<sup>rd</sup> your patron # then hit submit, you will get a message saying if your order was successful or not. You may close the checkout window at this point. **Do not using the back button or refresh the page after ordering or you will place a duplicate request.** To continue ordering you may enter a new search in the bar and repeat the process.

To view your orders or cancel an order, click the MyMeLCat button on any page, enter your information like you do for checkout and you will be able to manage them from there. **Do not cancel an order if the status is IN TRANSIT or RECEIVED.**

The regular MeL loan period is 28 days with 1 renewal; some libraries opt out of the renewal however. A/V loan period is 14 days no renewal; some libraries use regular loan for A/V.

When your items arrive, we will inform you by email, text or phone. Due dates start from the day you pick up them up.

### Libby (formerly Overdrive): Digital library provided by Woodlands Library Cooperative.

Your login for Libby is your four-digit patron number without the P.

You may access Libby from the website listed above, directly at [libbyapp.com](http://libbyapp.com) or through the Libby mobile app. On first use you will need to attach your patron number. Once you are signed up you will be able order eBooks and audiobooks, note there may be a waiting list on items. Loan times will vary. Resident accounts expire in three years from the activation date; non-resident accounts expire one year from the activation date.

While items are added regularly to Libby, we here at Athens Library are not in control of what or when.

If you run into trouble using Libby or have general questions, please use the "Help" button on their page.