

Special Collections and Services

Bay County Law Library - The Law Library collection is available during all operating hours of the Bay County Public Library and includes access to the WestLaw online database.

Jane Patton Genealogy and Local History Room Bay County Public Library - Contains unique, non-circulating collections of genealogical and area historical materials. The *Genealogy* section contains census records, family histories, local newspapers on microfilm, and more. *Local History* features information on people, places and events that influenced the development of the Bay County area.

Alfred I. duPont Florida History - Genealogy Center, Gulf County Public Library, Port St. Joe This collection contains hundreds of volumes of Gulf County history and genealogical materials as well as many artifacts of historical significance.

Literacy Program - Tutoring in adult basic education and English as a second language are available. For information please call library headquarters at 522-2100.

Talking Books - Resources and services are available for the visually or hearing impaired. Please contact Vicki Patterson for more information, 850-522-2111.

Memorial Books - Remember someone special! With your tax-deductible contribution, the library will buy one or more books and insert a commemorative plate including the name of the honoree. Please call 850-522-2119 for details.

Meeting Rooms are available for public use at the Bay County Public Library, Panama City Beach Public Library, Gulf County Public Library and the Charles Whitehead Public Library. Please contact your local branch for details or to make a reservation.

Used Book Sales raise money for programming and the purchase of new books. All library locations have used books for sale. The Bay County Public Library's **Read Again Bookstore** is open during all BCPL operating hours.

Reference Services

When you need the facts—for home, for school, or for work—count on the library. You can ask for assistance in any branch library or call the Main Library Reference Desk at 850-522-2107. You can also visit the library's website to leave an email request. The **Ask-A-Librarian** service is also available via the website and enables you to get live one-on-one help from a librarian via chat.



NWRLS offers over 30 **research databases**, most of which can be accessed from any internet accessible computer. Please visit www.nwrls.com and click the "Databases" link under the "Research" tab to see the list of databases. For assistance using these resources, please contact the Library. If the Library does not own the book or article you need we can request it from a library outside our system via our **Interlibrary Loan** service. The ILL policy and request form is available online at www.nwrls.com.

Youth Services

All locations have a collection of books, DVDs and other materials for Children and Teens. Outstanding programs for children and families are offered throughout the library system. Please check out our online events calendar for lively and engaging programs near you.

Staff in all locations can also assist children and teens with reference materials and databases which are very helpful resources for completing homework assignments.

The Bay County Public Library has a Parenting Collection and Homeschooling materials which can be borrowed from any library location.



Locations & Hours

Bay County Public Library

898 W. 11th Street, Panama City, 850-522-2100
Mon.-Wed.: 9 am-8 pm, Thur.-Sat.: 9 am-5 pm,
Sunday 1-5 pm

Local History Room Hours: 9 am-4 pm Monday-Friday

Panama City Beach Public Library

12500 Hutchison Blvd., Panama City Beach, 850-233-5055
Mon.-Wed.: 9 am-6 pm, Thur. & Fri.: 9 am-5 pm,
Sat.: 9 am-4 pm

Parker Public Library

4710 Second Street, Parker, 850-871-3092
Mon., Tue., Thur. & Sat.: 10 am-5 pm

Springfield Public Library

408 School Avenue, Springfield, 850-872-7510
Wed., Thur. & Fri.: 9 am-5 pm, Sat.: 9 am-1 pm

Corinne Costin Gibson Memorial Gulf County Public Library

110 Library Drive, Port St. Joe, 850-229-8879
Mon., Tue., Thu. & Fri.: 10 am-6 pm ET

Charles Whitehead Public Library

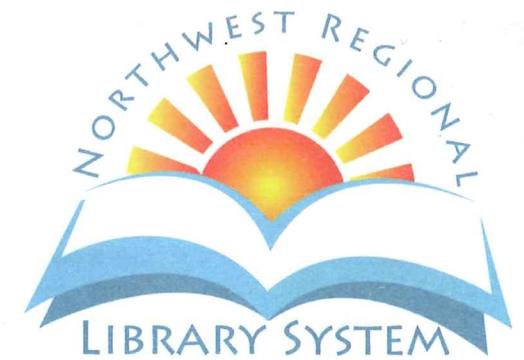
314 North Second Street, Wewahitchka, 850-639-2419
Mon., Tue., Thu. & Fri.: 9 am-5 pm

Harrell Memorial Public Library

12818 NW Hwy. 12, Bristol, 850-643-2247
Mon.: 9 am-7 pm ET, Tue.: 9 am-6 pm ET,
Wed. & Thu.: 9 am-5 pm ET, Sat.: 9 am-12 pm ET

Jimmy Weaver Memorial Library

22149 NE State Rd. 20, Hosford, 850-379-3300
Mon.: 2-7 pm ET, Tue. & Thurs.: 9 am-5 pm ET,
Sat.: 9 am-12 pm ET



Serving Bay, Gulf and Liberty Counties, Florida

Library Services Brochure

NWRLS is a department of the Bay County Board of County Commissioners



Headquarters:
Bay County Public Library
898 W. 11th Street
Panama City, FL 32401
www.nwrls.com

Borrowing Materials

LIBRARY CARD

Library cards are free to residents of Bay, Gulf and Liberty counties and are good at any library location in the system. A photo ID and verification of address are required. A parent's or guardian's signature is necessary for children under age 16. Non-residents may have full access to library collections and services by purchasing a non-resident card for \$15 per year. Customers who only want access to computers can get a Computer Use Only card at no charge. There is a \$2.00 charge to replace a lost library card.

Patrons may also register online. An online account provides immediate access to online research databases. You will need to visit the library and provide adequate identification to begin borrowing materials.

CHECK-OUTS

Patrons may have up to 20 items checked out at one time. Some library locations may have format limitations; please check with the circulation desk. The loan period for all materials is three (3) weeks. [The checkout limit for eBooks and eAudio via OverDrive is 5 and the load period is 2 weeks].

RENEWING

All materials may be renewed once for an additional three (3) week period if they are not reserved for another patron. Online book renewals can be made by using the My Account feature of our online catalog.

RESERVING

Materials that are in our catalog may be placed on reserve. The library will notify you when the material is available and hold it for 3 days. Placing reserves may be done from any library location or via the web through our online catalog.

You will need your library card number (Patron ID) and your PIN number to reserve items. There is a limit of 10 reserves per account, whether made online or in person.

RETURNING

Library materials may be returned to any Northwest Regional Library System library, except books borrowed through Interlibrary Loan which must be returned to the library from which they were checked out.

All libraries have book drops for use when the library is closed. Certain materials, however, may not be returned to book drops: DVDs, videotapes, and audio cassettes. The exception is Bay County Public Library where a special book drop does allow this. **Please note that interlibrary loan materials must be returned inside to a staff member.**

PIN

A patron who wishes to place holds must be a registered library patron with a Patron ID and a PIN number. The Patron ID is the barcode number on the back of your card, and the PIN number is a number you choose when you register for a library card. You can change your PIN via the online catalog's My Account feature or by contacting any library location.

OVERDUE/LOST MATERIALS

Overdue fines are charged to encourage the prompt return of materials. Fines are 10¢ per item, per day with a maximum of \$5.00 per item for all materials except Interlibrary Loans. Fines for overdue Interlibrary Loan books are 25¢ per day with no maximum.

Patrons are responsible to pay the cost of materials that are damaged, lost, or never returned, plus any applicable overdue fines.

ACTIVATING YOUR LOAN HISTORY

The computerized catalog has the ability to keep a record of all items borrowed on a customer's card. This is only activated after a customer requests this at the Circulation Desk. Once activated, a list of items borrowed can be viewed from the My Account feature of the online catalog. In order to deactivate this service, please see a Circulation staff member.

Computer Use

All library locations have computers for public use with Microsoft Office and Internet access. Wi-Fi is available in all library locations.



A valid library card is required in order to use the public computers. Due to high demand, time on public computers is monitored by software and the number of sessions is limited. The software automatically closes at the end of a session, so you must save any work you would like to keep to a disk. Flash Drives can be purchased at the Circulation desk. The computers will automatically shut down 10-15 minutes before library closing time.

Printing is available from all public access computers. The cost is 10¢ per page in Bay and Gulf County locations and 20¢ per page in Liberty County. The Bay County Public Library offers the option of printing in color. Color printouts are 20¢ per page.

Cardholders who are under 16 must have the permission of a parent or legal guardian in order to use internet access computers. Parents and guardians are responsible for providing guidance and monitoring their children's use of the Internet. Please see a staff member for information about internet safety.

Customers should see a staff member before logging in if they need to take a test or fill out a form that requires an extended computer session.

eBooks and eAudiobooks

Downloadable eBooks and eAudiobooks are available via our website, www.nwrls.com. Checkouts will automatically expire at the end of the loan period. There is a 5 item checkout limit for eBooks and eAudio via our OverDrive service. These checkouts do not count toward the 20 item limit on physical library materials. You will need your library card number and PIN to checkout. Please see a staff member if you have questions about our digital books.

Programs

All NWRLS locations offer programs for the public. For a list of programs happening in each library branch, please visit our website, www.nwrls.com and click the "Events" link. Our **Events Calendar** shows programs in all branches, and this list can be limited to only show selected branches or types of programs.

Children and Families—All locations offer exciting children's storytime programs that include stories, songs, music, fingerplays, action rhymes and crafts. The Summer Reading Program each year keeps children reading and enjoying all that the library has to offer.

Computer Classes—Group instruction is offered at the Bay County Public Library and the Panama City Beach Branch. Topics include introductory and intermediate study of Microsoft Office software.

Book Clubs—Monthly books clubs are held at the Bay County Public Library and the Panama City Beach Public Library. Please call the library for details.

Displays & Exhibits—Art exhibits and displays are presented in several library locations. Please see the NWRLS website for exhibit highlights or your local library to see what's new!

Genealogy After Hours—This quarterly program at the Bay County Public Library provides access to library databases after closing time, with research assistance provided by expert library staff and local genealogists.

Special Performances—Author visits, artist receptions and musical performances are just a few of the special performances offered at the library throughout the year.

Books Alive! - Organized by the Bay County Public Library and underwritten by the Bay County Public Library Foundation and many local sponsors, this festival of reading has been held annually since 1999. Please visit the Books Alive website, www.booksalive.net, for more information.

Visit us online 24/7
www.nwrls.com