

Visit Us

www.llbcl.ca

Stuart MacPherson Public Library

Bold Center
101-8702 91 Avenue
Box 2039
Lac La Biche, AB
T0A 2C0

Plamondon Municipal Library

École Plamondon
9814-100 Street
Plamondon, AB

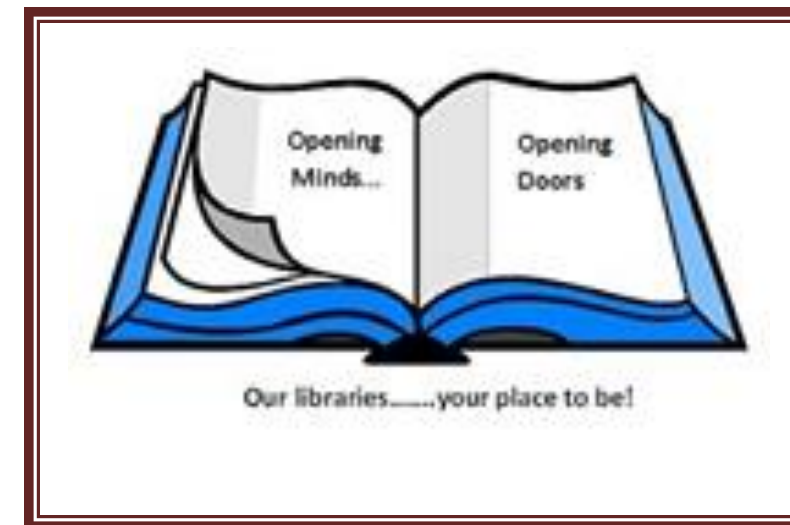
*Direct mail to the main branch

Connect with us on Facebook:
Lac La Biche County Libraries

For information regarding all
programs and services
780-623-7467

Lac La Biche County Libraries

Services Guide



Plan of Service 2016-2020

Mission:

We provide a broad range of high-quality library programs and services to our multi-dimensional regional community.

Vision:

Opening Minds... Opening Doors
Our Libraries... your place to be!

Current Goals:

Create Young Readers: Early Literacy (0-5 year olds)

Young children and their caregivers will be provided with resources, programs and services to help ensure that every child is ready to enter school.

Make Informed Decisions: Health, Wealth and Other Life Choices

Residents will have the resources they need to identify and analyze risks, benefits, and alternatives before making decisions that affect their lives.

Satisfy Curiosity: Lifelong Learning

Residents will have the resources they need to explore topics of personal interest and continue to learn throughout their lives.

Stimulate Imagination: Reading, Viewing and Listening for Pleasure

Residents who want materials to enhance their leisure time will find what they want when and where they want them and will have the help they need to make choices from among the options.

Succeed in School: Homework Help

Students will have the resources they need to succeed in school.

Lac La Biche County Library Board

Lorraine Anderton, Chair
Janice Fulawka, Vice Chair
Nancy Broadbent, Treasurer
Colette Borgun, Lac La Biche County
Darline Beniuk, Lac La Biche County
Vacant, Member at Large
Lenora LeMay, Member at Large
Guy Piquette, Member at Large
MJ Seibold, Member at Large
Vacant, Youth Member

Our Collection

We are more than just books!

Audiobooks	Movies
Brianfuse	Music - Freegal
CNIB Daisy CDs, Braille Books & Readers	NNELS (Digital materials for print disabled)
Creativebug	Pedometers
Consumer Reports	Press Display (Online newspapers)
Databases	Pronunciator
Fortis Power Monitor (Measures power usage)	RB Digital (Audiobooks & Magazines)
Hoopla	Solaro
Makerspace Kits	Story Sacs
Magazines	Tumblebooks (Online Picture Books)

Downloadable Materials

Visit our website to discover our eBook and audiobook database *Overdrive*, *Freading* and our eBook database *3M Cloud*. All you need is a current library membership, a computer and your device*. If you need assistance, we have device guides on our service page under resources, to help you connect to our online resources.

***Currently, Kindle eReaders are proprietary of Amazon.com and most of these devices cannot to be used to download library materials in Canada.**

Access Beyond Your Local Library

Your Library Membership card functions as both a TRAC and ME card and provides you the opportunity to access all public libraries throughout Alberta.



TRAC (The Regional Automation Consortium)

You can use your library card to access the collection of more than 150 public libraries in four Regional Library Systems. Whether you are travelling throughout Alberta or placing requests through a catalogue, the choice of materials is limitless. Never leave home without your library card by downloading the TRACpac library app for the Android and iPhone today.

ME Libraries is Alberta Wide Borrowing – a free, self-registration service which can be accessed at melibraries.ca that allows you to use your own library card to borrow materials at any participating library you have registered with.



Material Donation

Book Donations

For donations needing an official tax receipt please drop them off at the Stuart MacPherson Public Library location and request an information form to accompany your donations. Please note that these receipts totaling \$20.00 or more will be issued once a year around tax season.

What We Accept

- Recent books (published in last 3 years),
- DVD's
- Audio Books
- Magazines (re-assigned to schools for projects)

We Are Unable to Accept

- Books that are musty or water damaged
- Hardcover books older than 3 years
- Encyclopedias & Textbooks
- Reader's Digest Book Collections
- National Geographic Magazines & Reader's Digest
- DVD's, Audio Books without cases or Home recorded media
- VHS or Cassette Tapes

Magazine Subscriptions

Did you know that you can support the library by purchasing a magazine gift subscription? Please check with library staff before purchasing.

What Happens to My Donations?

Each year we receive a huge amount of donated materials. Some donated items are added to the Lac La Biche County Libraries collection while others are sold on our used book shelf or reassigned to another organization.

With the volume of material we receive we ask donors to adhere to the guidelines listed in this pamphlet.

Thank you for your continued support of your local libraries.

Library Memberships

Adult	FREE
Senior/60+	FREE
Student/18+	FREE
Educators Card	FREE
Age 17 & Under	FREE

Any person residing in Lac La Biche County or living on a settlement or reserve in Alberta is eligible to apply for a card to borrow library material.

Members are responsible for all materials charged out on their membership. If an item is lost or returned damaged, the member must pay the charges before any other items may be checked out. For materials that are claimed lost (45 days overdue) billing notices are sent to the library member and these items are now considered to be their property. Replacement costs need to be paid before any requests can be filled.

Card Fee

If you need to replace your library card there is a \$2 replacement fee.

Borrowing Privileges

You can renew any borrowed material, in person or by phone, as long as the item isn't overdue and no one else has placed a reserve on the item.

Imagine being able to take out books at a public library elsewhere in Alberta and return them at your home library. This card will allow you to borrow books directly from participating libraries at no extra cost.

If you're a member of another library that belongs to TRAC (The Regional Automation Consortium) or you have an ME Card, you are welcome to use these cards to borrow materials at our libraries.

At times libraries outside of Alberta charge fees for sending interlibrary loans (ILL's). This cost must be paid by the patron when the item is picked up at our library.

Loan Periods

Books & Magazines	21 days
CD's	21 days
Videos	7 days

Services

Internet and Computer Access

Public Computers

To use our public computers, one must stop at the circulation desk to register. Accessing pornography and other unlawful activities are strictly prohibited and result in a loss of library privileges. If you are watching videos or playing games with sound, we recommend the use of headphones. The Library does not provide headphones due to health reasons.

Wi-Fi for Laptop and Mobile Devices

To access our wireless service, Library members can log in with their barcodes and PIN number. Guests are invited to request a wireless login at the front desk.

Children's Computers

The dedicated children's computers have educational games and software to improve literacy skills and are not connected to the Internet.

Printing, Scanning & Fax Service Fees

Printing

Black and white	\$.25
Colour	\$.50

Fax

Sending: \$2.00 for the first 3 pages & \$0.25 per page thereafter
Receiving: \$0.25 per page received

Exam Proctoring

Exam times are available by appointment only. Book your exam well in advance to ensure proper proctoring services. For more information, contact Maureen Penn at 780-623-7467.

Library Tours & Special Group Programs

Bring your class, daycare or club on a tour of the library and learn about all the programs and services we have to offer. We can also provide special children's programming upon request, to staff availability.

Pop Up Libraries

The Remote Circulation Services provides a wide range of library materials to residents of Lac La Biche who are unable to get out to the library or make use of its services on their own. The service points are Heritage Centre, Kohls School and the Festival Centre in Plamondon.

To qualify for this service you must:

- Have a valid Lac La Biche County Libraries membership
- Have access to one of the service points
- Be a Lac La Biche County or Heart Lake First Nations resident

Our library staff will select the materials based on the expressed interests. These materials will be delivered to each location monthly and loans/requests will be collected at this time.

You may borrow:

- Regular and Large Print Books
- Paperbacks and magazines
- Books in Other Languages
- Music CDs
- Selected DVDs
- Audio Books
- CNIB Daisy Books and Daisy Readers
(Available to those that cannot read print due to a visual or physical illness)

This service is convenient and best of all it is included in the price of your library membership. For more information including upcoming dates, please contact the main branch at 780-623-7467.



Home Schooling

Lac La Biche County Libraries encourage lifelong learning and community relationship building. We offer support for all learning environments whether at home or at a public facility. Let us help you open the doors to learning.

What We Offer

Books and Resources

- Books (fiction, non-fiction, picture books, leveled readers, graphic novels...)
- Career Centre
- Educator Cards
- Inter-library loans
- Magazines

Study and Exam Services

- Proctoring of exams
- Special library tours
- Host site for special homeschooling events
- Laptops and a portable Smart Board are available for onsite homeschooling

Community Building

- A social gathering place
- Evening & Saturday hours
- An official Lego Club
- Special programs and events
- Winter Reading Club
- Summer Reading Club
- A place to volunteer

Technology and Electronics

- Audio Books and CD's
- Downloadable audio books/e-books
- DVD's
- Free internet
- Literacy computers
- Minecraft, Xbox & Wii Gaming

Educator Library Card

The Lac La Biche County Libraries are committed to working with schools and educators. We recognize that library items used for educational purposes may be needed for longer than the standard three-week loan period. Educator Library Cards allow users to check out items for six weeks. The Educator Library Card is separate from an educator's personal library card. Educator Library Cards are to be used only for materials for curriculum support or classroom use. Educators must use their personal library cards for all library materials checked out for personal use.

Who qualifies for an educator card?

- Teachers working within Lac La Biche County **OR**
- Teachers of children in childcare, kindergarten through grade 12, Home School or Cyber School in Lac La Biche County.

How can an Educator get one of these cards?

Educators must visit either of our two library locations in person and bring valid identification, plus, one of the following documents as proof of educator status:

- School or childcare identification
- School or childcare employer pay stub
- Letter on school or childcare letterhead from the school Administrator or Childcare Director indicating current employment status
- Letter of acknowledgement regarding homeschooling status.

Loan Periods

Educator library cards allow users to borrow books for 6 weeks, rather than the standard 3 week loan period. Some interlibrary loan materials may not fall within the 6 week borrowing period and renewals are not possible. An educator library card is separate from an educator's individual library card and educators are responsible for all charges accrued on their educator card, including those for lost materials.

Box Loans are now available!

Please call the ILL Clerk at 780-623-6372 with your subject requests. The library will place the requests, check items out to your educator library card and deliver the material to your school. Homeschooling box loans maybe picked up at the main branch.

Print Disabled Services

CELA

The Centre for Equitable Library Access collection includes books in English and French for all ages and interests, including books for preschoolers to adults; classics to bestsellers, biographies, cookbooks, self-help books. Formats include:

- Bookshare (downloadable titles)
- Books and magazines in audio, e-text and braille
- Children's picture books with braille added
- Described videos
- CNIB Daisy CD's
- Newspapers in e-Text

NNELS

The National Network for Equitable Library Service (nnels.ca) is an online public library for people who require information in a format other than traditional print. Formats include:

- Daisy
- E-Text
- MP3
- PDF

Our Services and Special Loans

- Assistance with accessing this materials on an mobile phone or tablet
- Block loan of Daisy titles at both branches
- Process special Daisy CD orders
- Sansa Clip+ pre-loaded with requested titles
- USB keys pre-loaded with requested titles
- Victor Readers (for Daisy CDs)

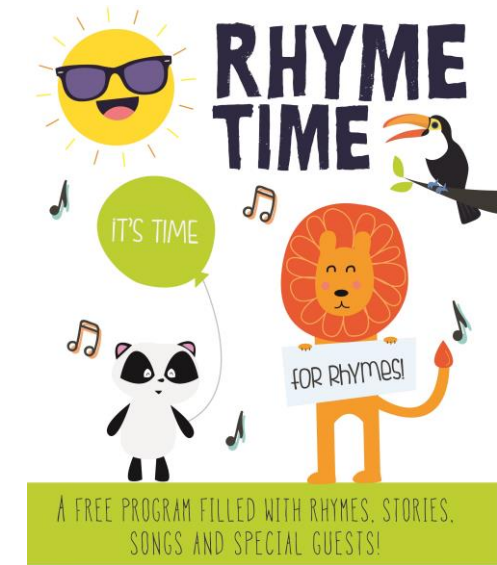
Who Qualifies for these Services? Someone...

- Who is blind or has low vision
- With a learning disability that significantly interferes with reading
- With a physical disability that significantly interferes with reading
- With Autism, intellectual disabilities, ADHD, hearing loss

Please contact the main branch at 780-623-7467 if you have any questions regarding eligibility or wish to sign up for these services.

Library Programs

**No library memberships are
Needed to attend our *FREE*
Upcoming programs.**



**For a full list of programs, please check our
bi-monthly pamphlet or visit our
Facebook page.**

Audio Recording Studio

We have an audio recording station at the main branch, Stuart MacPherson Public Library. The set up includes a top of the line laptop, pre-installed editing and recording software, professional microphone, and a mini guide to aid in the creation of audio books for National Network for Equitable Library Service (NNELS).

Our Libraries have evolved over the years and are always looking for new ideas and services that support our Plan of Service which is created directly from community needs. This studio is a learning opportunity that will help print disabled library members across Canada as the number of books available in accessible formats is only around 7%. We are also supporting our goals of Stimulating Imagination: Reading Viewing and Listening for Pleasure, as well as, indirectly supporting Succeeding in School: Homework Help and Satisfying Curiosity: Lifelong Learning.

This studio will be available for community organizations and groups to record school projects, oral histories, instructional guides and much more.

There is no cost to use the room or the equipment nor do you need a library card. We do require a valid ID to sign out the equipment which will be held at the circulation desk until the person or group is done their session.

Before using the equipment, you need to attend an orientation session by calling 780-623-7467. We will show you how to use the equipment and software. Once you've completed this session, you can reserve a time slot at the Circulation Desk. Groups are welcome to use the equipment providing there is at least one person in the group who has undergone the training.



Scope of Services

Provided by the
Lac La Biche County Library Board
to the Residents of Lac La Biche County Library,
Beaver Lake Cree Nation, Buffalo Lake Métis Settlement,
Heart Lake First Nation and Kikino Métis Settlement.

- All school & daycare staff are eligible for a free educator card which enables them to have materials to use in the classroom for a longer loan period and box loan service.
- Upon successful completion of an application form, residents of Lac La Biche County and surrounding Indigenous communities are eligible for a free standard membership.
- All Library members have access to our Inter-Library Loan services and may place requests on materials either in person, on the phone, or online.
- The Library's public computers, scanner, and printer are available for all members of the public, so library memberships are not necessary.
- Orientations to local Schools by library staff can be provided annually and throughout the year upon request or upon an identified need. These sessions may include introductions to TRACpac, Hoopla, ME Service, and other electronic resources.
- Presentations at School Staff Meetings regarding Library programs and services occur throughout the school year.
- Existing Library services available to all users of the Library's public computers upon request include:
 - Internet searching
 - Library Skills
 - Research Skills
- All school-oriented Library offerings must be booked in advance through the Library Director to ensure that mutual calendar accommodations can be made.

Electronic Resources



- 3M Cloud Library download e-books straight to your computer or device.



- Ancestry Library Edition provides access to census, vital, church, court, and immigration records, as well as extensive record collections from Canada. People can only access this database by using our public computers.



- Auto Repair Reference Center contains information on most major manufacturers of domestic and imported vehicles.

Got homework?

Get brainfuse **HelpNow**

Free live online tutoring,
writing lab,
and so much more!

- Brainfuse offers students learning support from kindergarten up to grade 12. There is also support for university courses, adult learners, and resume writing. Students can chat live with online tutors and create customized study aids.



- Consumer Reports online version that contains unbiased product reviews.

All Access Passes



Borrowing Rules & Conditions

- Misuse, transfer or sale of these passes is not permitted and will result in the Library taking action including the suspension of borrowing privileges.
- To borrow your one-time-use All Access Pass, you must present a valid Library card issued by the Lac La Biche County Libraries.
- You may get one pass once every four months to a maximum of 3 per year (subject to availability).
- Each pass is good for one visit only.
- When visiting the venue (Bold Center, Pool and Plamondon Arena) you will need to provide the pass.
- You are subject to the rules and restrictions as outlined by the venues.
- All Access Passes cannot be renewed or reserved and are available in limited quantities.
- Passes are free and do not have to be returned to the Library but must be surrendered at the venue.

Electronic Resources



- [Small Engine Repair Reference Center](#) contains information on small engine repairs for ATVs, boats, snowblowers, tillers and more.



- [Solaro](#) provides online help and exam prep for Alberta curriculum grades 3-12.



- [Tumblebooks](#) provides access to animated picture books and chapter books online.
- Other Tumblebook e-resources:



AudioBookCloud

- [AudioBookCloud](#) has fiction for adults and teens, or choose a non-fiction read from thousands of options. These audio books can be used simultaneously, so there is never a waiting list.



- [TeenBookCloud](#) features over 1000 digital titles for students in Grades 7 to 12 including graphic novels, classic literature and National Geographic.

Electronic Resources



- [Creativebug](#) is an educational video resource that focuses on arts & crafts. The videos are produced by artists and creative experts who have a lifetime of practice and proven teaching techniques. One new class is added each week and all classes come with downloadable patterns, templates, and recipes.



- [Cypress Resume](#) is an online tool that helps you effortlessly create a professional resume in just a few minutes



- [Explora Primary](#) is designed specifically for elementary school students providing access to articles, facts from magazines and reference books for research papers, class projects or homework. For teachers we have the Explora Educator's Edition which references the Alberta Curriculum.



- [Freegal](#) allows Library Members to download 3 songs a week plus stream 5 hours of music per day straight to their PC, iOS and Android devices.



- [Freading](#) allows Library Members to download eBooks straight to their PC, iOS and Android devices.

Electronic Resources



- Hobbies and Crafts Reference Centre provides comprehensive full text content for many of the most popular hobbies, crafts and recreation activities today.



- Home Improvement Reference Center contains information on home improvement projects such as remodeling, electrical work, decorating and more.



- Hoopla is a streaming service that offers thousands of audiobooks, albums, movies TV shows and graphic novels that can be enjoyed on your PC, tablet, or phone.



- Lynda.com is a leading online learning platform that helps anyone learn business, software, technology and creative skills to achieve personal and professional goals. Library members have access to the Lynda.com video library of engaging, top-quality courses taught by recognized industry experts. Note: login via web browser only.



- Novelist K-8 & Plus provides access to reading lists, book club questions and one can search by subject, reading level and more to find reading suggestions for themselves or students.

Electronic Resources



- Overdrive enables Library Members to download eBooks and audiobooks straight to your PC, iOS and Android devices.



- Press reader is the world's largest online newspaper and magazine kiosk, offering instant access to over 2000 publications from 95 countries in 52 languages.



- Pronunciator provides both guided and self-directed instruction for 80 languages, and ESL for 51 non-English languages. Pronunciator uses a variety of tools to provide “360-degree exposure” to a language within a safe, structured learning environment.



- RB Digital allows Library Members access to a number of magazines and audio books. With the release of the new RB Digital app it is even easier to access these resources.



- Read Alberta E-Books access to over 1,000 Alberta books spanning 40 genres.