### **Card Holder Information**

### Library Cards

A Bruggemeyer Memorial Library card is required to check out materials. Cards are available at no cost. There is a replacement charge for lost cards.

### **Borrowing Period**

Most items have a loan period of three weeks and may be renewed for an additional three weeks if there are no holds. The loan period for new books is seven days. Videos check out for two days. Children's magazines can be checked out for seven days.

### **Returning Materials**

Library materials are to be returned to Circulation. Books may be returned to any of the 32 member libraries of the Metropolitan Cooperative Library System.

### Reserves/ Holds

If an item you want is checked out to another person, you may place a reserve using the Library's online public access catalog. Reserves are free!

### Fines

If Library materials are not returned by the due date, fines are charged. For details on fines, call the Circulation desk at (626) 307-1366.

### Hours

12 P.M. to 9 P.M. Monday - Tuesday 12 P.M. to 6 P.M. Wednesday - Friday

### Phone Numbers

(626) 307-1368 Reference Services (626) 307-1358 Children's Services (626) 307-1251 Literacy (LAMP) (626) 307-1366 Circulation Services (626) 307-1269 Library Administration (626) 307-1418 City Librarian

### Library Board of Trustees

Peter Chan, President Gloria Guerrero, Joseph Leon, Joseph Rubin, Linda Wilson, City Librarian

The Library Board meets every month on the third Tuesday at 7:30 P.M. in the Library's Conference Room. The meetings are open to the public. Starting in November 2004 these meetings will be held in the Service Clubhouse, 440 South McPherrin Avenue.

### How can you help the Library?

You can help the Library through donations of money, books, videos, CDs, magazine subscriptions, equipment, volunteer hours or a memorial or bequest. Donations can be given to honor someone (e.g. birthdays, anniversaries, etc.). a business or an organization. A memorial or bequest is also an excellent way of turning the sadness of bereavement into the memorial. There is still time to contribute to the Library's Building Campaign.



# Bruggemeyer Memorial Library

Your gateway to the World of information...

786 Monterey Pass Road Monterey Park, CA 91754

Phone: (626) 307-1368 Fax: (626) 288-4251 E-mail:

.ibrary@MontereyPark.ca.gov

### Web Address:

http://ci.monterey-park.ca.us/Library

All you need is a Monterrey Park Bruggemeyer Bruggemeyer Library card. Cards are available at no cost. There is a charge for replacement cards.

### Loan Period

Most items can be borrowed for three weeks and renewed for an additional three weeks if there are no holds.

New books—7 days. Video—2 days

Children's magazines—7 days

Library materials should be returned to the Circulation Desk. You may also return books at any of the 32 member libraries of the Metropolitan Cooperative Library System.

If an item you want is checked out, you may reserve it by using the Library's online public access catalog. Reserves are free!

Fines are charged if materials are not returned by the due date. For details, call the Circulation Desk at 626.307.1366.

Monday-Tuesday Noon to 9 p.m. Wednesday–Friday Noon to 6 p.m.

Administration 307.1269 Children's Services 307.1358 Circulation Services 307.1366 City Librarian 307.1418 Literacy (LAMP) 307.1251 Reference Services 307.1368

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786 Monterey Pass Road Monterey Park, CA 91754 Telephone: 626.307.1368 Fax: 626.288.4251 E-mail: library@montereypark.ca.gov www.ci.monterey-park.ca.us/library

# Monterey Bruggemeyer Library

Your gateway to the world of information

www.ci.monterey-park.ca.us/library



### Collections

More than 150,000 books are available for adults and children, and hundreds of new items are added each year. The Library also has materials in many languages including Chinese, Japanese, Spanish and Vietnamese.



### Magazines and Newspapers

The Library has newspapers and magazines in English, Chinese, Japanese, Spanish and Vietnamese. The Library also has more than 700 titles available full-text in the library's computer catalog.

### **U.S. Government Documents**

The Library is one of 1400 federal government depository libraries nationwide that provides information produced by the U.S. Government.

### **Audio Visual Materials**

Videos, DVDs, books on cassette, music CDs and audiocassettes are available at the Library.

## **Special Services**

# Literacy for All Monterey Park (LAMP)

LAMP provides one-to-one tutoring and small English classes. LAMP also offers U.S. citizenship classes. LAMP trains volunteers to help others improve their speaking, reading and writing of English. The LAMP program is always looking for volunteers due to a long waiting list of students who range in age from teens to senior citizens. If you are interested in becoming a volunteer, please call LAMP Office at (626) 307-1251. Starting in November 2004 the LAMP office will be in the Service Clubhouse, 440 South McPherrin Avenue.

### Friends of the Library

Our Friends and Junior Friends volunteer their time in the Library. They sponsor programs and activities that enrich the cultural life of the community. They also help the Library with book shelving, book mending, tutoring, reading programs, storytimes, etc. If you are interested in becoming a Friend or a Junior

Friend (ages 14-18), please call our Administration Office at (626) 307-1269.



### At Your Service

The Library is your community information center providing current and historical information on most subjects. The Library staff is ready to answer your questions inperson, by telephone (626) 307-1368 or via Email Library a Montery Park ca gov.

### Interlibrary Loan

If the Library does not have a particular book in our collection, staff can help you borrow the book from another library. There is a charge for each interlibrary loan request.

### Coin-operated Photocopiers, Typewriters and Computers

Electric typewriters and IBM compatible computers with word processing software and printers are available for use at the Service Clubhouse, 440 South McPherrin Avenue starting November 2004. All machines are available on a first-come, first- serve basis.

The Library at 786 Monterey Pass Road provides free Internet computers for the public. There is a charge for printing. Coin-operated photocopiers are also available.

### **Activities for Children**

Storytimes, crafts, special holiday programs, and extensive Summer Reading Program encourage children to read all year. Volunteers and Junior Friends provide Homework Assistance. Please call Children's Services for further information (626) 307- 1358 or stop in at the Library's temporary location – 786 Monterey Pass Road.

More than 150,000, fiction and nonfiction, classics and best sellers for all ages and interests. Print and audio. Our collection includes titles in Chinese, Japanese, Spanish and Vietnamese.

Read your favorites in English, Chinese, Japanese, Spanish and Vietnamese. Select from more than 700 titles in our computer catalog.

Find publications on housing, health, legal and many other topics. The Library is one of 1400 federal government depository libraries.

Films & Music Check out videos, DVDs, CDs for your viewing and listening pleasure.

Taking your kids to the library is one of the best things a parent can do. Story times, craft, special holiday programs and an extensive Summer Reading Program encourage children to read all year. Volunteers and Junior Friends provide help with homework. For a schedule of events, see the library's website. For more information, call 626.307.1358.

For your information and enjoyment...

Don't see what you're looking for? Ask. If the library does not own an item, we can help you borrow it from another library for a small charge.

Looking for an answer? Our expert staff is ready to answer your questions on a wide range of topics—in person, by telephone or email. Telephone: 626.307.1368. E-mail: library@MontereyPark.ca.gov.

Online, that is. The library's website offers a variety of resources to help with business, homework and business needs. Look up items in our catalog. Ask a question and get an immediate answer from our 24/7 Reference.

IBM compatible computers with word processing software and printers are available for at the Service Clubhouse, 440 South McPherrin Avenue. Computers with free Internet access are located at the Library. There is a small charge for printing. Electric typewriters are also available. All machines are available on a first-come, first-served basis.

Coin-operated photocopiers are available for your convenience.

If you know someone who needs help with s peaking, reading or writing English, we can help. The Literacy for All Monterey Park (LAMP) program provides one-to-one tutoring and small English classes. LAMP also offers citizenship classes. If you would like to help someone improve their skills, the LAMP program is always looking for volunteers. We have a waiting list of students from teens to seniors. If you are interested in becoming a volunteer, please call LAMP at 626.307.1251. Our address is 440 South McPherrin Avenue.

The Bruggemeyer Library welcomes volunteers. Our Friends sponsor program and activities to enrich the cultural life of the community. They also help with book shelving, book mending, tutoring, story times and other programs.

If you are interested in becoming a Friend or a Junior Friend (ages 14-18), please call 626.307.1269.

