



# Willoughby-Eastlake Public Library

We explore. We discover. We connect.



## LIBRARY SERVICES GUIDE

FOR MORE INFORMATION, VISIT US ANYTIME AT [WE247.ORG](http://WE247.ORG).

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## E-NEWSLETTER

To sign up for our e-newsletter and stay in the know on library programs, events, news, recommendations, and more, visit [we247.org](http://we247.org) and scroll down to the bottom of the page.



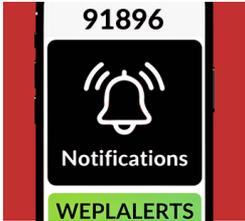
## MEESCAN SELF-CHECKOUT

In a rush? Want to check out materials discreetly? The Meescan self-checkout app empowers you to check out your own materials! Find it in the Apple or Google Play stores.



## PROGRAMS & EVENTS

For information on our upcoming programs and events, visit [we247.org](http://we247.org) or pick up a copy of our program catalog at any of our four library locations.



## TEXT ALERTS

To sign up for text alerts for library closings and other timely notifications, text WEPLALERTS to 91896.

The logo for W-E Library Boosters, featuring the letters 'W-E' in a stylized font above 'Library Boosters' in a teal circle, with an open book below it.

# THANK YOU TO THE WILLOUGHBY-EASTLAKE LIBRARY BOOSTERS FOR THEIR ONGOING SUPPORT!

# ABOUT OUR LIBRARY

The Willoughby-Eastlake Public Library {WEPL} serves seven communities with a total population of nearly 70,000 and loans nearly 1,500,000 items to the community each year.

We provide convenient access to traditional reading materials and modern digital resources. We encourage lifelong learning, offer free training & programming, and function as a center for intellectual and cultural activities.

The Willoughby-Eastlake Public Library system is made up of four libraries located in Eastlake, Willoughby, Willoughby Hills, and Willowick. All locations are accessible and ADA compliant.

## EASTLAKE PUBLIC LIBRARY

36706 Lakeshore Blvd.

Eastlake, OH 44095

440-942-7880

Monday-Thursday, 9 am-9 pm

Friday-Saturday, 9 am-5 pm

Sunday {September-May}, 1-5 pm

## WILLOUGHBY PUBLIC LIBRARY

30 Public Square

Willoughby, OH 44094

440-942-3200

Monday-Thursday, 9 am-9 pm

Friday-Saturday, 9 am-5 pm

Sunday {September-May}, 1-5 pm

## WILLOUGHBY HILLS PUBLIC LIBRARY

35400 Chardon Rd.

Willoughby Hills, OH 44094

440-942-3362

Monday-Thursday, 11 am-8 pm

Friday-Saturday, 11 am-5 pm

Sunday {September-May}, 1-5 pm

## WILLOWICK PUBLIC LIBRARY

263 E. 305 St.

Willowick, OH 44095

440-943-4151

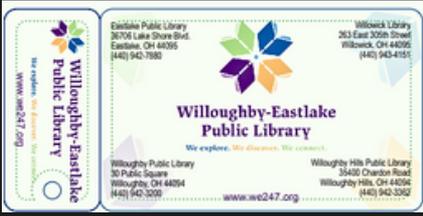
Monday-Thursday, 9 am-9 pm

Friday-Saturday, 9 am-5 pm

Sunday {September-May}, 1-5 pm



# HOW TO GET A LIBRARY CARD



**GET YOUR WILLOUGHBY-  
EASTLAKE PUBLIC  
LIBRARY CARD TODAY!**

**Full Service Library Card:** Borrow physical materials such as books, music, movies, Chromebooks, hotspots, video games, and launchpads. You can also borrow digital materials including eBooks, audiobooks, music, streaming movies & TV, and access our online databases. Application must be completed in person at one of our four library locations.

You will need a current State of Ohio photo ID, such as a driver's license, with your current address on it. If you do not have a State of Ohio photo ID, two current forms of proof of identity are required such as a school or work ID, bank statement, utility bill, lease, or other identification. Proof of current address must be presented. If a utility bill, bank statement, or something similar is used as proof of identity, it must be no older than four months.

Under 18: A parent or guardian signature is required. The parent or guardian is responsible for the appropriateness of materials used by the child, including electronic information, and for any payment of charges incurred on the card.

Out of state and/or temporary resident: You must have a local address in the Willoughby-Eastlake or surrounding communities, and present a form of identification showing your current permanent address.

- A library card is required to check out materials.
- Cardholders are responsible for all items on their card.
- Only one CLEVNET card per person.
- CLEVNET cardholders may borrow any materials from our system except electronics, new video games, and items from the Library of Things.

**eCard:** Borrow digital materials including eBooks, audiobooks, music, streaming movies & TV, and access our online databases. Applicants must provide a valid name, address, email, and phone number and must not have a current CLEVNET card. Sign up online at [we247.org](http://we247.org).

# CHECKING OUT MATERIALS



A library card is required to check out materials. A maximum of 50 items may be borrowed at a time. Items can be returned in person or in our outdoor book and audiovisual drops that are open 24 hours a day at all four library locations.

## LOAN PERIODS & LIMITS

Books, Books on CD, Music,  
Launchpads, Playaways,  
Spoken Audio, Toys  
21 days, renewals vary

Board Games  
21 days, no renewals

Fast Favorites  
14 days, no renewals

Video Games  
14 days, renewals vary

Chromebook Bundles  
14 days, 1 renewal

Hotspots  
14 days, 5 renewals

DVDs, Blu-rays, Magazines  
7 days, 5 renewals

Traffic Cones, Auto  
Diagnostic Reader  
7 days, no renewals

Bike Locks  
3 days, no renewals

## OVERDUE FINES

There is a \$5 per day late fee on Chromebook Bundles and hotspots. Library card privileges are blocked when fines reach \$10. Payment may be made by cash, check, credit card, or money order. There will be an additional fee for returned checks. Failure to return or pay for lost or damaged materials may result in the restriction or loss of borrowing privileges.

## LOST OR DAMAGED MATERIALS

A replacement fee is charged for lost or damaged materials. Receipts will be issued when fees are paid in full.

## RESERVING & REQUESTING MATERIALS

Patrons must have a valid library card to request/reserve materials and the card used to place the request must be presented when picking up the items. The library will notify patrons by phone, email, or text when items arrive.

Materials will be held for 10 business days.

# LIBRARY SERVICES



## BOOK LOCKERS

Want to grab your holds on the go or after library hours? Use our lockers! Just select "lockers" beside your library location name when placing your holds.



## CHROMEBOOK BUNDLES & HOTSPOTS

You can "check out the internet" by borrowing a Chromebook laptop and hotspot bundle with a library card or State of Ohio photo ID. Bundles can be checked out for 14 days.

Hotspots are connected to the Sprint/T-Mobile network and allow unlimited 4G data access. Access the internet from home and on the go. Due to high demand, hotspots may require a reservation and can be checked out for 14 days.



## EXAM PROCTORING

Students must give at least a 5 day notice when requesting to take a test. Students will need to complete a form {online or in person} at the time they contact the library to arrange testing.



## GOLDEN BUCKEYE CARD

Ohio residents who do not have a current license or State of Ohio photo ID, and those under 60 who are eligible due to disability may apply for a card at any of our four library locations.



## HOME DELIVERY

Free delivery of materials is available to residents in our service area who are homebound and physically unable to get to the library, including the elderly, persons with disabilities, and those physically incapacitated due to illness or accident. Complete an online application at [we247.org](http://we247.org), or contact one of our four library locations to apply.



## INTERNET & COMPUTER USE

All library locations offer free WiFi access for your wireless-enabled devices. You can find our Computer Use and Internet Access Policy at [we247.org](http://we247.org).

# LIBRARY SERVICES

## LIBRARY OF THINGS

Available for check out: Traffic Cones, Bike Locks, and Auto Diagnostic Code Readers.

## MAKERSPACE AT EASTLAKE LIBRARY

Heat Press, 3D Printer, Kodak Scanza Slide & Negative Converter, Cricut Maker, Button Maker, and Embroidery Machine.  
Call 440-942-7880 for more information.

## MEETING ROOM USE

Meeting rooms are available for use by non-profit, educational, cultural, and civic groups in Lake County. The Willowick Library meeting room is also available for social events and private gatherings {fee applies}. You can find our Meeting Room Policy at [we247.org](http://we247.org).

## PRINTING, COPYING, FAXING

Printing/Copying: \$.10 {B&W}/\$.25 {Color} per page. Self-serve faxing is also available at all locations, as well as scanning documents to email, and editing old photographs. Fax service is done during business hours, up until one half-hour before closing, free of charge.

## TAX INFORMATION

To access our Tax Resource Guide, online and printable tax forms, and more, visit [we247.org](http://we247.org).

## VOTER REGISTRATION

Citizens may register to vote at any of our four library locations, or visit [we247.org](http://we247.org) to register online.

## WE HOLDS

Sign up and we will automatically reserve the newest books by the authors of your choice. Choose as many fiction authors as you like. You must have a valid CLEVNET library card to participate.

## WE RECOMMEND

Let our librarians give you suggestions about what books to read next. Visit [we247.org](http://we247.org) to fill out a survey. Staff will recommend a new author or series based on your reading preferences.



# DIGITAL LIBRARY & BOOK SETS

The Willoughby-Eastlake Public Library has an extensive collection that can be accessed online or with apps using your library card and PIN.



## EBOOKS & AUDIO

hoopla, Libby

## MAGAZINES

Flipster, hoopla, Libby

## MOVIES & TV

hoopla, Kanopy

## MUSIC

hoopla

## NEWSPAPERS

NY Times, The News-Herald,  
NewsBank, The Plain Dealer,  
USA Today

## ONLINE LEARNING

Gale Courses, LinkedIn Learning,  
Northstar Digital Learning

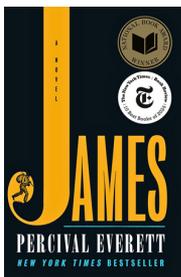
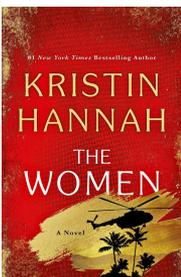


## BOOK DISCUSSION SETS

Are you a member of a book club? We have a variety of Book Sets for community groups to choose from. Most sets have 10 books and include large print copies, too. There are extended checkout periods {42 days} for these sets and pickup is easy!

You have the option of checking out all the books to one person or allowing group members to pick up their book individually at any of our four library locations.

Visit [we247.org](http://we247.org) to fill out an online request.



# CLEVNET LIBRARIES

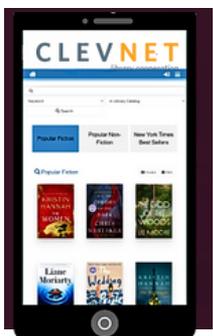


## USE YOUR W-E LIBRARY CARD AT THE FOLLOWING CLEVNET LIBRARIES:

Andover Public Library  
Barberton Public Library  
Bellevue Public Library  
Birchard Public Library  
Bristol Public Library  
Burton Public Library  
Cleveland Heights-University Heights Library  
Cleveland Public Library  
Clyde Public Library  
Conneaut Public Library  
East Cleveland Public Library  
Elyria Public Library  
Euclid Public Library  
Fairport Harbor Public Library  
Geauga County Public Library  
Girard Free Library  
Harbor-Topky Public Library  
Henderson Memorial Library  
Hubbard Public Library  
Hudson Library & Historical Society  
Huron Public Library  
Kingsville Public Library  
Kinsman Public Library

Kirtland Public Library  
Lorain Public Library  
Madison Public Library  
McKinley Memorial Library  
Medina County District Library  
Mentor Public Library  
Milan-Berlin Township Library  
Morley Library  
Newton Falls Public Library  
Norwalk Public Library  
Orrville Public Library  
Peninsula Library & Historical Society  
Perry Public Library  
Ritter Public Library  
Rock Creek Public Library  
Rocky River Public Library  
Sandusky Library  
Shaker Heights Public Library  
Stow-Monroe Falls Public Library  
Twinsburg Public Library  
Wayne County Public Library  
Wickliffe Public Library  
Willoughby-Eastlake Public Library

CLEVNET LIBRARIES



The CLEVNET app offers a user-friendly and modern browsing experience with personalization features, and search tools to help you quickly discover all that CLEVNET libraries offer. Features include: Search the collection, browse & discover, manage your account, create and view lists, and more!

# RESEARCH DATABASES

You can access most of our databases from home using your library card number and PIN. Some databases are only available with a valid Willoughby-Eastlake Public Library card. Ancestry is available in library use only. For a complete list of databases, visit [we247.org](http://we247.org).



## 211 LAKE COUNTY

211 Lake County connects people to social, health, and government services. Find information on housing, food, transportation, employment, and more.



## ANCESTRY LIBRARY EDITION

Ancestry Library Edition provides easy access to more than 4,000 genealogy databases with a single search. Coverage focuses primarily on the United States and the United Kingdom. Ancestry includes the complete U.S. Census & Index {1790-1930}, vital, church, court, and immigration records, historical maps, and more.



## CONSUMERREPORTS.ORG

Features full text articles from 1991 to the present. Find product evaluations, articles on public safety, health, and legal decisions that affect consumers.



## LINKEDIN JOB SEARCH

Leverage the world's largest professional network to search for jobs and career opportunities.



## GALE COURSES

Gale Courses offer highly interactive online courses in accounting, finance, design, health care, language and arts, personal development, teaching, technology, writing, and more. Courses run for six weeks and new sessions begin monthly.



## MANGO LANGUAGES

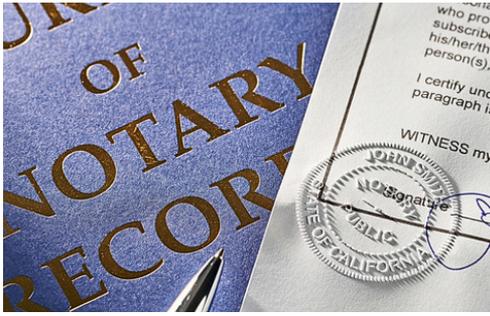
Mango Languages is an interactive language-learning platform, offering more than 70 different languages and 18 different ESL courses. Learn real-life conversations with native-speaker audio and cultural context so that you can speak like a local.



## NEWSBANK

Stay informed on local and national topics, in areas such as business, health, education, jobs, and careers, political and social issues, and more. Includes The News-Herald and The Plain Dealer.

# NOTARY SERVICES



## AVAILABLE AT ALL LIBRARY LOCATIONS

Free Notary Public services are available Monday-Saturday, during regular library hours. Services end 30 minutes prior to closing. Please call in advance to verify that a notary is available.

## NOTARY GUIDELINES

We reserve the right to refuse notarizing documents for any reason and to decline service in cases that raise any issue of authenticity, ambiguity, or doubt.

In the State of Ohio, notaries cannot certify documents, copies of passports, driver's licenses, birth certificates, marriages, death certificates, divorce, or naturalization certificates.

- 
- The person signing the document must appear in person.
  - Please bring a valid, government-issued photo ID and unsigned documents to be notarized. Documents must be signed in the presence of the notary in order to be valid {ORC Section 147}.
  - Please complete all information above the signature line.
  - Patrons must bring their own witnesses, if needed. The library does not provide witnesses and witnesses may not be solicited from staff or customers using the library.
  - Documents to be notarized must be in English.
  - Documents to be notarized must contain a notary public jurat or acknowledgement.
  - The library provides only basic notary public services and will notarize no more than 3 documents per person, per visit.
  - The library's free notary service is intended for simple documents {auto titles, etc.} that do not require specialized expertise.

# PASSPORT SERVICES



## PASSPORT APPLICATIONS

**Willoughby Public Library**  
**Willowick Public Library**

Monday-Thursday: 10 am-8 pm  
Friday-Saturday: 10 am-4 pm

Official Passport Acceptance Facilities for  
the U.S. Department of State.

Appointments strongly recommended.

### APPLICATION PROCESS

The application process can take 20-60 minutes per applicant. To ensure ample time, please arrive at least 60 minutes prior to passport closing hours. More time may be needed for complex cases. If this is your first passport, you must apply in person.

You will need the following information:

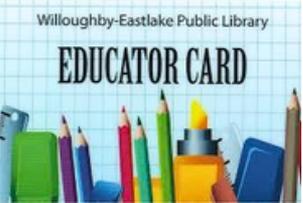
- A completed unsigned application for passport {Form DS-11} filled out in black ink.
- Proof of U.S. citizenship.
- Current proof of identity.
- One passport photo.
- Additional documentation is required for minors under 16.

### PASSPORT FEES

<u>Passport Type</u>	<u>Application Fee</u>	<u>Acceptance Fee</u>
Adult Passport Book	\$130	\$35
Adult Passport Card	\$30	\$35
Adult Passport Book+Card	\$160	\$35
Minor Passport Book	\$100	\$35
Minor Passport Card	\$15	\$35
Minor Passport Book+Card	\$115	\$35
Passport Photo	\$10	-

# EDUCATOR & FAMILY RESOURCES

EDUCATOR & FAMILY RESOURCES



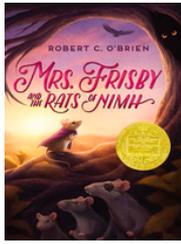
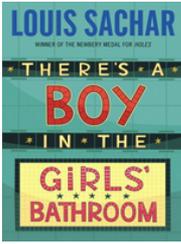
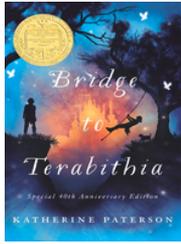
The Willoughby-Eastlake Library Educator Card helps teachers & other educators make full use of the library's resources without using their personal card. The Educator Card is available to anyone who is a teacher, homeschool educator, or day care provider.

## EDUCATOR CARD BENEFITS

- A maximum of 75 holdable items may be borrowed at one time. Non-holdable items may not be checked out {video games, new release movies, hotspots, etc.}.
- You get to keep your Educator Card.
- You may renew WEPL items 3 times.
- WEPL items have an extended 6 week loan period.
- You may request materials from other CLEVNET libraries. {These items follow their owning libraries' circulation policies including fine and loan period policies}.
- There are no overdue fines for WEPL items.
- A replacement fee is charged for lost or damaged materials.
- A current photo ID must be presented to apply for the card.
- The Educator Card is required to check out materials.
- Cardholder is responsible for all items borrowed on the card.

## MATERIAL REQUESTS & CLASS SETS

Do you need a variety of books about the same topic or a set of multiple copies of the same book for your classroom or group? Fill out a request form at [we247.org](http://we247.org) and we will contact you when your items are ready for pick up.



## CLASS VISITS & FIELD TRIPS

Interested in a visit from a librarian? Want to bring your group to the library for a tour and more? Our staff can provide storytimes, book talks, library resource talks, media literacy, and more. Fill out a request form at [we247.org](http://we247.org)

# LIBRARY RESOURCES FOR KIDS



## ABCMOUSE

Create a free account at [we247.org](http://we247.org) and discover more than 10,000 learning activities for ages 2-8+ {books, puzzles, educational games, science videos, art activities, songs, and more}.



## KANOPY KIDS

Features a collection of films and TV series that inspire and inform, helping children develop social-emotional skills.



## LAUNCHPADS

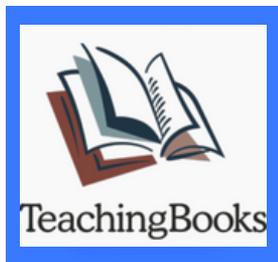
Each tablet comes pre-loaded with learning apps and games grouped by subject area, theme, age, and grade level. Launchpads can be checked out for 21 days.



## LIBBY FOR KIDS

Download eBooks and audiobooks just for kids! This version of Libby displays only kid-friendly options.

Printable activities for any subject including math, science, reading comprehension, STEM, writing, and beyond. Download printable lesson plans, reading passages, games and puzzles, clip art, bulletin board ideas, and skills sheets for kids in any grade. Includes teacher-created lesson plans and activity sheets. Must have a WEPL card to access from outside the library.



This dynamic, PreK-12 reading service strives to deepen students' connections to the books they are reading with lesson plans and teacher tools that include 340,000+ engaging video, audio, and vetted online resources. Must have a WEPL card to access from outside the library.

# TOY LIBRARY & TONIES

**We Play**  
Toy Library

 **tonies**®



All Willoughby-Eastlake Library locations have Toy Library collections that include everything from puzzles and adapted toys to Snap Circuits and coding robots! We have also added Tonies, an audio system designed for little listeners. Each location has 4 Toniebox bundles as well as Tonie character bundles. Toys and Tonies are available to checkout for 21 days and are non-renewable and non-holdable. They must be returned to the location they were checked out at and cannot go in the book drop.

## **BLOCKS & PUZZLES**

The Toy Library includes everything from LEGO and Magformers to wooden blocks and puzzles.

## **ADAPTED & SENSORY**

Some of our toys have been adapted and can be used with buttons that are also available to be checked out.

## **STEAM**

We offer a variety of toys that support STEAM including Snap Circuits, marble runs, microscopes, and even a metal detector!

## **EARLY CHILDHOOD EDUCATION & TONIES**

The Toy Library also offers early childhood education-focused toys as well as Tonieboxes and Tonies.

**PLAY**  **TIME**

**TOY LIBRARY & TONIES**



Willoughby-Eastlake  
Public Library

# WE LOVE HEARING FROM OUR PATRONS!



I use the computers often, which is so helpful. Printing important papers is wonderful. Once I had a family crisis and was asked to coordinate everything. I was in panic mode. I didn't have a smart phone yet. I went to the library minutes before closing and the lady at the desk helped me check out a hot spot. I was so grateful I started to cry. I wanted to hug her. - Linda



Home delivery is very important to me because it keeps me sane. If it's a bad day or a boring one, I can always grab a book and escape to wherever the writing takes me. I can forget my worries & problems for a while. Also, I can't get to the library anymore, so I am eternally grateful for the person who picks out my books and for the people who deliver them! There is always something to learn from a book. - Joan R.



Our family has very much enjoyed having access to the Tonie boxes at the library. My son (age 2) especially loved that he can do it all by himself. I love the variety of Tonie characters available at the library, there is something for every kid! Thanks to the Willoughby- Eastlake library we were able to not only try the Tonie box but fall in love with it! - Kelly D, WBY patron/mom

**VISIT US ANYTIME AT [WE247.ORG](http://WE247.ORG).**