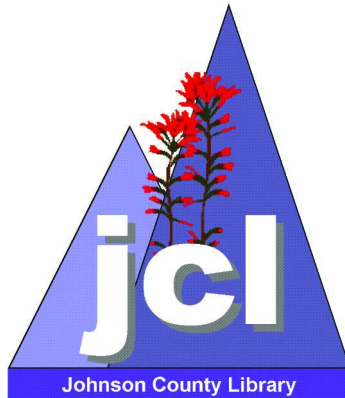


Your guide to ...

# Johnson County Library



**Johnson County Library**  
171 North Adams Ave.  
Buffalo, WY 82834  
(307) 684-5546

## **Hours**

Monday-Wednesday-Friday  
10 am to 6 pm

Tuesday-Thursday  
11 am to 7 pm

Saturday  
10 am to 1 pm

[jclwyo.org](http://jclwyo.org)

# About us

Established in 1909, the Johnson County Library operates an 18,500 square foot facility in Buffalo and a 2,000 square foot branch in Kaycee. Our combined collections total 53,000 items. The Carnegie library across Fort Street from the current building at 171 North Adams Avenue was the first home, and now houses the Jim Gatchell Memorial Museum. A new 8,500 square foot building was constructed in 1988, opening for public use in 1989.

A 2008 needs assessment bolstered the goal of expanding and modernizing that facility, and in 2014, the Johnson County community supported a specific purpose 1 percent tax to fund the bulk of the construction. The \$4.6 million project was completed in early summer of 2016, adding 10,000 square feet and doubling parking capacity.

Every year, tens of thousands of people from Wyoming and all across the country visit and use the Johnson County Library system. Hundreds of local children participate in summer reading during June and July, and our annual fundraising gala auction in November has been a local tradition for decades.

The library has a dedicated staff who are willing to help you. Please do not hesitate to ask for assistance.

## **Board of trustees**

The library system is governed by five members appointed by the Johnson County commissioners.

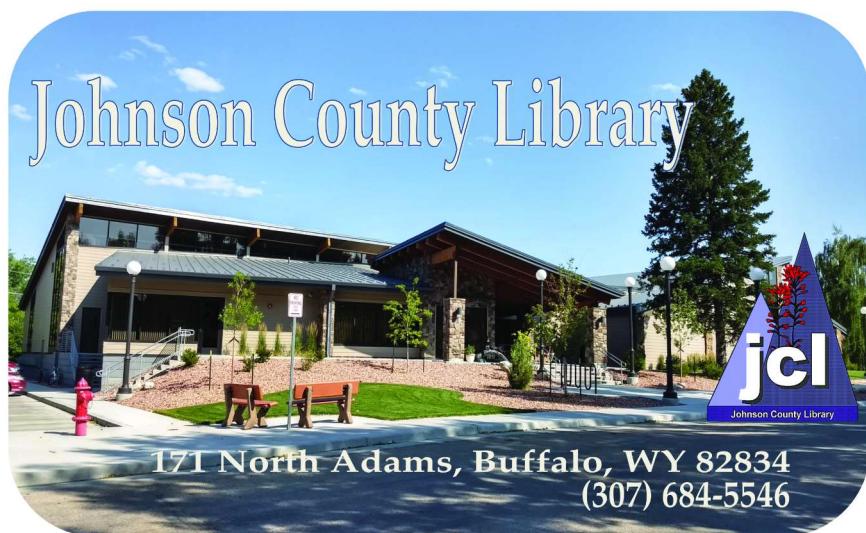
Margaret Smith	307-684-7849
Jennifer Bakken	406-939-3022
Pitchy Gammon	307-286-7928
Terry Urruty	801-560-2032
Shane Greet	

**Our mission as a library system and community hub:  
Collect, Share, Promote, Learn, Adapt, Grow.  
Users are foremost.**

# How do I get a library card?

If you're 18 or older, we need you to present a valid photo ID and a piece of mail you have received at your current mailing address. One is to confirm your identity; the other is to verify mail in case we need to contact you regarding overdue materials.

Kids can get their own cards! Children applying for a library card must be accompanied by a parent or guardian who must present their valid photo ID and piece of mail they've received, because we need the adult to get a library card, too. The adult signer is responsible for any lost or damaged materials.



Visit our website at [www.jclwyo.org](http://www.jclwyo.org) and click on "Find Books." You can use your 14-digit library card barcode and accompanying PIN to log into your online account and place holds on books you'd like to pick up (see Page 4). They can also be used to access databases provided by the Wyoming State Library for educational use, technical help, and reader's advisory, by clicking on the "Gowyld.net" icon (see Page 12).

Card # \_\_\_\_\_

PIN \_\_\_\_\_

# Ready to check out!

## Check out materials

- For 3 weeks - Books of all kinds, as well as reading kits and audiobook CDs.
- For 2 weeks - New Fiction books as well as TV series DVDs
- For 1 week - DVDs (limit of 4 per card) and most magazines
- Overnight - Newest magazines



## WYLDcat mobile app

Download the app from your device's app store to search our catalog of books and other materials. Use your card number and PIN to gain access. It's just like the "Find Books" icon on our website but better suited to your phone.



## Placing holds

Use the WYLDcat mobile app to place a hold on a book you want that is checked out. When it becomes available, we will give you a call.

## Oops! They're overdue

Your books can be renewed once more with no penalty. The Johnson County Library system does not charge overdue fines. DVDs and New Fiction tend **not** to be renewed, though exceptions can be made.

## Reminders and bills

1 and 2 weeks past due date - phone call or email reminder

3 weeks past due date - mailed reminder

4 weeks past due date - mailed bill for replacement cost of the unreturned material plus a \$10 processing fee.

*Important note:* Patrons have 30 days to respond to a bill by either returning the item or paying for its replacement before the bill is sent to the local collections agency. At that point, the matter is no longer in the library's hands. The bill must be paid through the collections agency. If the item in question is returned after the bill is paid through the collections agency, the bill with collections must still be paid to them.

# What else can I do with my library card?

## Checking out at other libraries

All 23 county library systems in Wyoming operate on a shared catalog - for example, if you're in Sheridan, you can check out from the Sheridan County Fulmer Public Library using your Johnson County Library card.

*Important note:* Other libraries have different checkout lengths of time and different overdue fine policies. Please check with the library you're visiting. If you won't be visiting that library soon, you can return them here at Johnson County and we will mail them back to the library from which you borrowed them.

## Order interlibrary loans

We can borrow almost every book we don't have. Check in with front desk staff or call us. Please provide name, phone number, plus title and author of the book. Mailing times average 3 days. Limit of 1 item ordered at a time.

## Sign up for Libby (See Page 13)

Provided in cooperation with the Wyoming State Library and generously funded by the Johnson County Library Foundation, Libby gives you access to tens of thousands of e-audiobooks, e-books, and e-magazines. Don't forget to have your PIN ready when setting up your account.

## Access public computers

You'll enter your 14-digit card number on the startup screen and click the green "login" button. Our Cybrarian time management system limits your computer use to 1 hour per day. Staff may grant additional time for tasks such as taking an online course, completing job applications, or filing for unemployment. Documents can be printed in black and white or color.



# Programs for all ages

## September through April

- StoryTime

Stories, songs, and fun! A great time for the littlest library patrons. Tuesdays at 2 p.m. and Thursdays at 10 a.m., with holiday breaks.

## September through April

- Brownies & Books

Try a story hour for grown-ups only! Library staff and community members read from their favorite books. Wednesdays at 3 p.m., with holiday breaks.

## December & January

- Winter Reading

## March

- Quilt Show
- LEGO contest

## April and May

- National Library Week
- Poetry
- Art in Bloom

## June and July

- Summer Reading

We promote parents reading to their children and encourage school age children to read during the summer months. Weekly programs are scheduled for all youth starting at preschool, up to and including teens. We also have a summer reading program for adults!

## November

- Annual auction

Our November gala raises tens of thousands of dollars to support library needs, bolsters the Johnson County Library Foundation's endowment fund, and raises funds for the Friends of the Library. Ticket price covers free wine and food. There's dozens of items available for bid in silent and live auction. This event draws 200+ attendees for a night of fun and fundraising!

Watch for other special events and programs each year, advertised on Facebook and Instagram



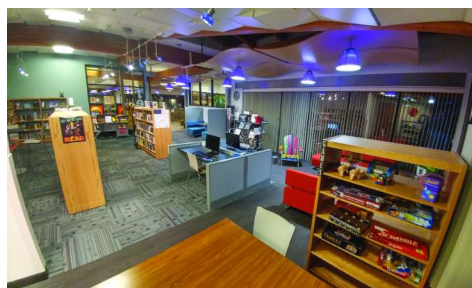


# Children & teens

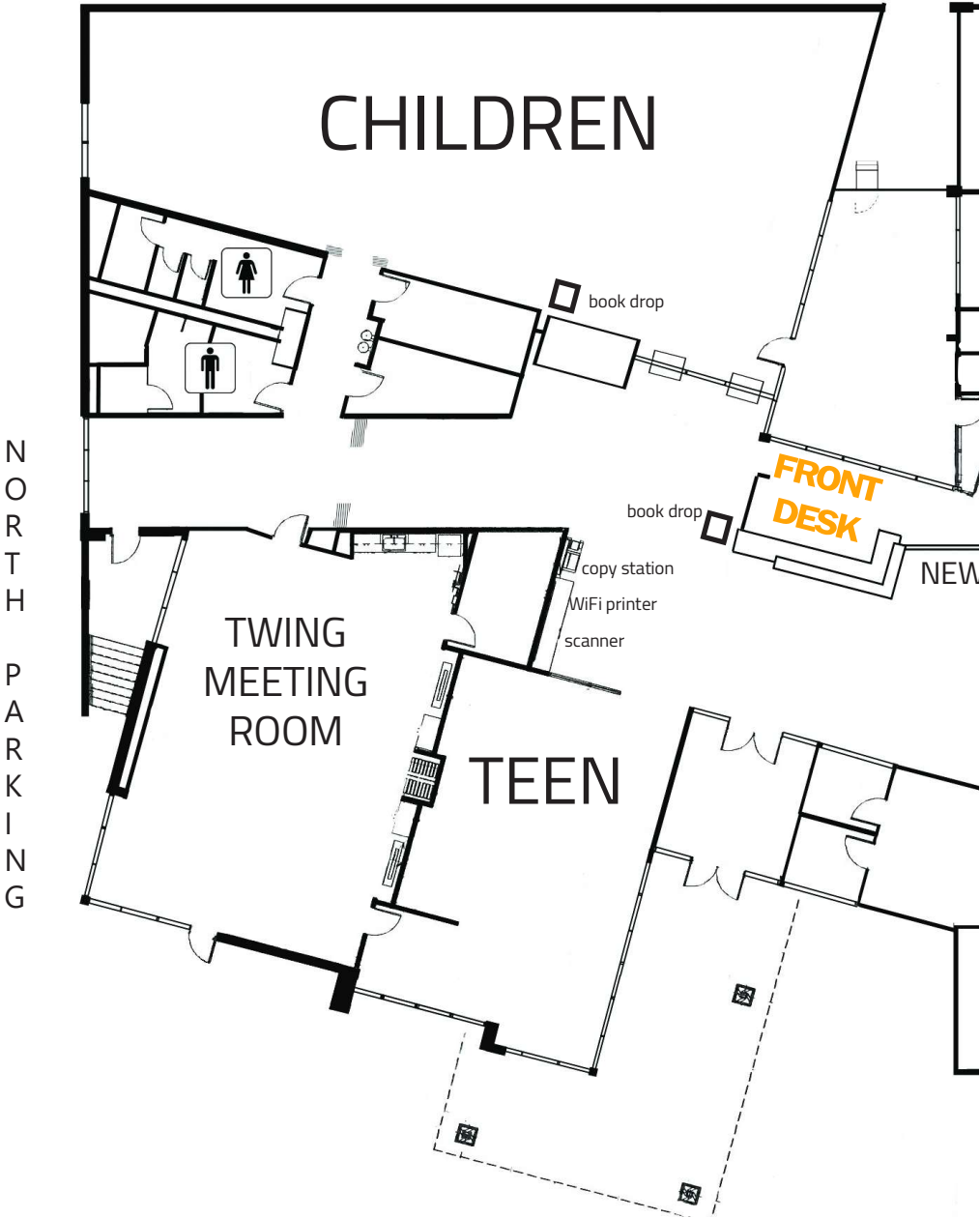
The children's area is full of books for all the young members of your family, from the littlest tykes up to elementary school students. Sit and read or visit on comfortable chairs. Puppets and games are available, plus two public computers for use by children only. Crawl through the orange tunnels and return your books in the handmade and handpainted book drop box!



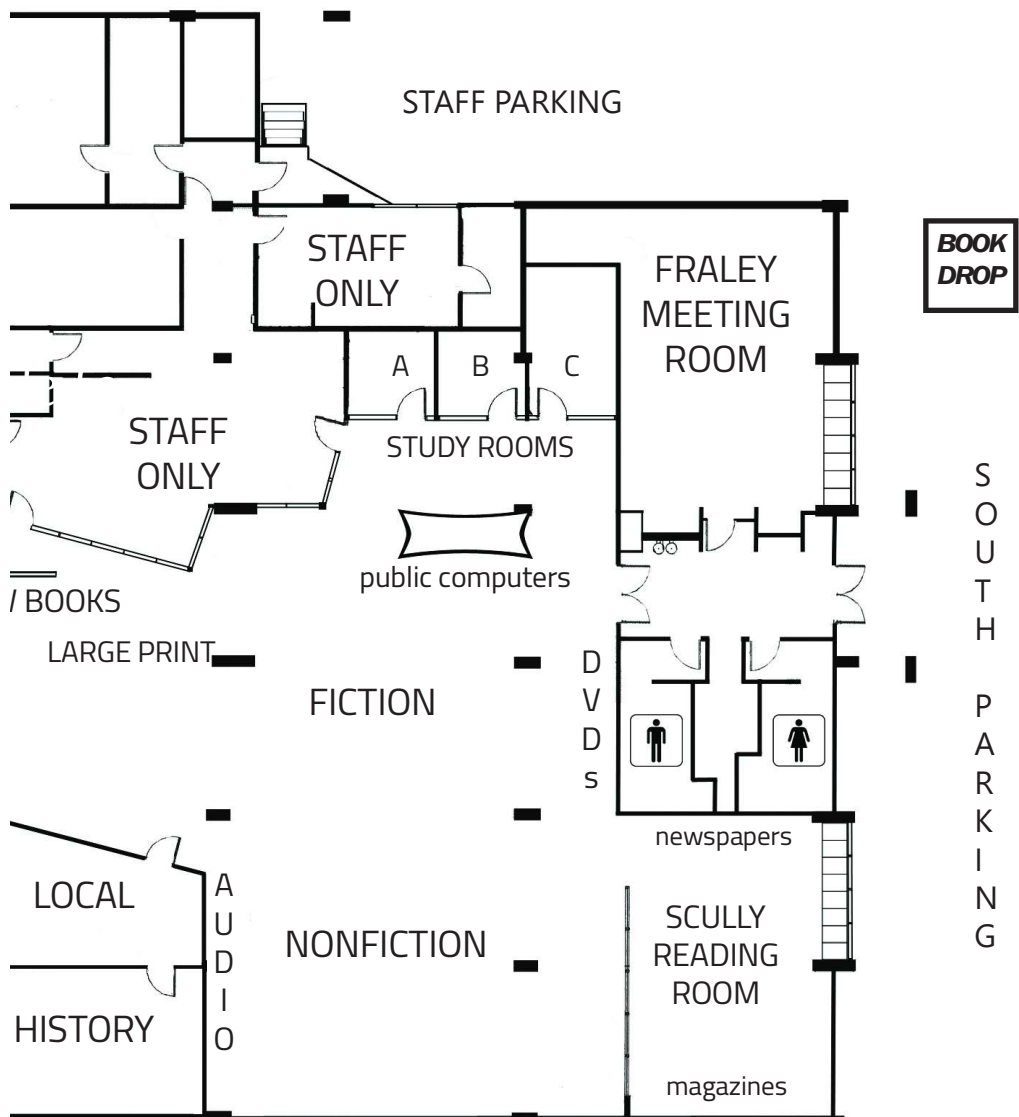
This area is for teens only - no kids or grownups allowed! (Family excepted, of course.) There's titles by the newest and most popular young adult authors, as well as graphic novels and a slew of board games teens can enjoy with friends. Four computers are available for more gaming opportunities. There's lots of places to sit, from a quiet booth to an ever-rearranging couch.



Find your way around ...







ADAMS AVENUE PARKING

# Study rooms & meeting room rentals

The library has three study rooms labeled A, B, and C. Rooms A and B seat two to four people; Room C can accommodate six comfortably. These can be reserved by calling the front desk at (307) 684-5546. Time in each is limited to 3 hours, however, that may be extended by staff if there is no one waiting to use a room.



We have two large meeting rooms which can be rented for bigger gatherings. These are available for use outside of regular library hours, too.

## **Fralely meeting room**

Approximately 750 s.f.

\$15 for up to four hours

\$25 for more than four hours

Seats 20+ at tables, 40+

## **Twing meeting room**

Approximately 1,300 s.f.

\$25 for up to four hours

\$50 for more than four hours

Seats 60+ at tables, 80+



Both rooms have enough tables and chairs to accommodate meetings and events of various sizes. The larger (Twing) meeting room has a full-sized refrigerator, a microwave, and sink.



# Donations? We'll take them!

Books and other material donations are vital to enhancing the library's collection. We love to receive books that you've enjoyed, so they can be read by others. We'll check each donation to see if it can be used in our collection. Those that are not will be set aside for the book sales which raise funds for the Friends of the Library - who in turn pay our programming costs.

Items we're unable to accept

- Water-stained, mildewed or soiled books. We also ask that you not bring in bags or boxes of what we call 'barn books' which contain dead insects, critter droppings, animal hair, etc. We are unable to safely use these materials. We appreciate your understanding and support.
- Encyclopedia sets
- Medical books older than 5 years
- Textbooks
- VHS tapes

Please call the library before bringing donations by.

## Local History - by appointment

Our local history room is full of donated photographs, recorded histories, family documents, historical newspapers, Johnson County's high school yearbooks, and many rare books. The best way for us to make time for your research is if you call in advance (307) 684-5546 and make an appointment. Our staff can also look up information for you, via a phone or email request, which can later be emailed or physically mailed to you.



# eResources & other services

## Statewide databases

Your library card gets you access to dozens of topics through GoWYLD.net, a statewide information resource that includes help in fields such as arts and humanities, auto repair and DIY, business, current events, encyclopedias, health and medicine, Wyoming history, job and career support, language learning, law, recommended reading, and test and skills preparation.

*Important note:* The genealogy resource, Ancestry.com, is available for in library use only. Check with staff about extending your computer time beyond the 1 hour allotted daily.



## Faxing

Staff will fax documents for you in the work room and provide cover sheets if needed. The cost is \$2 for the first page and \$0.50 for each additional page.

## Scanning and printing

A dedicated scanner and its home computer stand ready for whatever you may need to scan and email. The WiFi printer next door allows you to print from your phone, tablet, or laptop (black and white only - check with staff for assistance printing in color). Scanning is free of charge. Printing is \$0.20 per side. Check out our website at [www.jclwyo.org](http://www.jclwyo.org) under “Services” to print wirelessly through that link, too.

## Technology help from staff

While we would love to be able to help you solve your technology issues, we have limited staff, and ask you to phone a few days in advance to set up a time when we can help. Typically after 3 p.m. works best, when the most staff are available. Call (307) 684-5546 for more information.




Libby by OverDrive is a digital media service that enables you to borrow from a collection of over 50,000 eBooks and eAudiobooks using your library card. eBooks borrowed using the free Libby by OverDrive app can be streamed or downloaded on your mobile device. You can also visit on the web via [libbyapp.com/welcome](http://libbyapp.com/welcome).


## Getting Started

1. Download the free Libby by OverDrive app from your app store.
2. Open the app and tap YES when asked "Do you have a library card?"
3. Choose Search for a Library and search for Virtual Library of Wyoming. Tap to select.
4. Add your library card number and PIN. If you don't know your PIN, call 307.684.5546 (307.738.2473 for Kaycee Branch) or stop by.

## Browse & Search

**BROWSE:** Scroll down the homepage to view featured collections, or choose the EXPLORE link.

**SEARCH:** Tap the  SEARCH link at the top left of the homepage. Enter an author, title, subject, or combination to search.

**REFINE:** Use the  tool to limit your results by format, availability, language, and more.

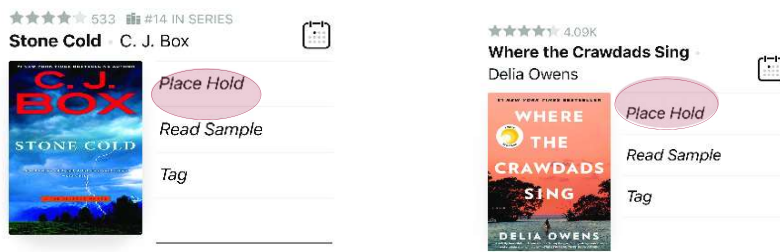


**TIP:** Be sure of the format type! An icon will indicate if the title you're looking at is an eAudiobook.

# Placing a Hold

Many eBooks & eAudiobooks in OverDrive are the same as print library books—only one user at a time may borrow a copy (as per publisher's licensing).

For items that are currently borrowed by other users, you may choose to **PLACE A HOLD**. Once a hold is placed, you will be notified by email when it becomes available. (Max. 10 holds at a time)

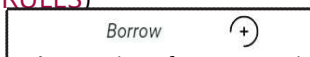


You can cancel or suspend your hold by going to your **SHELF**, tapping **HOLDS**, then **MANAGE HOLD**.

## Borrowing eBooks & eAudiobooks

1. If the title you are interested in is available to borrow, tap **BORROW**. The loan period is 2 weeks. (Max. 10 titles out at a time)

2. You will see how many of your 10 available checkouts remain, then tap **BORROW!** Your title will start automatically downloading. (Manage your download settings by going to **SHELF** > **LOANS** > **ACTIONS** > **CHANGE DOWNLOAD RULES**)



3. You may now continue browsing for more titles or **OPEN BOOK** or **OPEN AUDIOBOOK** to begin reading or listening. If you choose to keep browsing, you may locate your borrowed titles at any time by going to your **SHELF**.

Library



Shelf



4. eBook & eAudiobook titles will return automatically at the end of their loan period. However, you may choose to return them early when finished so it can go to the next user in a timely fashion. Go to your **SHELF**. Tap **MANAGE LOAN** of the title you wish to return. Choose **RETURN EARLY** then **RETURN!**

## Renewing eBooks & eAudiobooks

If your OverDrive eBook or eAudiobook doesn't have any holds on it, you will be permitted to renew it. The renewal option activates three days prior to the end of the loan period.

1. Go to your **SHELF** and tap **MANAGE LOAN** for the title you want to renew.
2. Select **RENEW LOAN** then **RENEW!**

## Libby by OverDrive Help

If you have questions or need to troubleshoot using the Libby app:

1. In the app, tap on the help icon at the top right of the screen.
2. Select **GET SOME HELP** under **HELP & SUPPORT**.

## Need More Help?

If in-app help just isn't cutting it, take the following steps:

1. Visit our website for detailed instructions:  
<https://jclwyo.org/Pages/econtent>
2. Stop by the Library to get hands-on instruction from our staff.
3. Call us for assistance.  
Buffalo: 307.684.5546  
Kaycee: 307.738.2473

# Just visiting?

There's many ways for visitors to take advantage of what the library has to offer, even if they don't have library cards yet:

- Read anything you like in the library without checking out
- Get books from our donation rack in the front vestibule
- Swap paperbacks from the displays in the reading room
- Get a guest pass to use our public computers
- Print wirelessly from your device
- Enjoy spending time in our community space

## Kaycee Branch Library



231 Ritter Ave.  
Kaycee, WY 82639  
(307) 738-2473

### **Hours**

Tuesday - 10 am to 12 pm, 1 to 7 pm  
Wednesday - 1 to 5:30 pm  
Friday - 10 am to 12 pm, 1 to 4 pm  
Saturday - 2 to 5 pm