



**ROSEBURG LIBRARY COMMISSION AGENDA
TUESDAY, November 20, 2018**

Handwritten initials in blue ink.

**4:00 P.M. Regular Meeting 3rd Floor Conference Room
900 SE Douglas Ave., Roseburg, Oregon 97470**

NOTE: IT IS UP TO EACH OF YOU AS COMMISSIONERS TO CALL 541-492-6866 AND LET STAFF KNOW BEFORE THE DAY OF THE MEETING IF YOU WILL NOT BE ATTENDING. THANK YOU.

I. CALL TO ORDER

II. ROLL CALL:

Chair: Brian Prawitz
Commissioners: Marcy Belzner Mandy Elder Francesca Guyer
Laura Harvey Theresa Lundy Kelly Peter

III. APPROVAL OF MINUTES

A. October 16, 2018

IV. DISCUSSION ITEMS

- A. Library Meeting Room Policy
- B. Library Information Brochures

AUDIENCE PARTICIPATION – At this time, anyone wishing to address the Commission concerning items of interest not included in the agenda may do so. The person addressing the Commission shall, when recognized, give his/her name for the record. All remarks shall be directed to the whole Commission. The Commission reserves the right to delay any action, if required, until such time when they are fully informed on the matter.

V. BUSINESS FROM THE COMMISSION

VI. NEXT MEETING DATE: December 18, 2018

VII. INFORMATIONAL

- A. Renovations
- B. Staffing
- C. Volunteers
- D. Japanese Garden
- E. Friends of the Roseburg Public Library
- F. Oregon Library Associate-Washington Library Association 2019 Conference
- G. Library Card Sponsorship Program
- H. Library Grand Opening, Thursday, January 10
- I. Outstanding Grants

VIII. ADJOURNMENT

***** AMERICANS WITH DISABILITIES ACT NOTICE *****

Please contact the Office of the City Recorder, Roseburg City Hall, 900 SE Douglas Avenue, Roseburg, OR 97470-3397 (Phone 541-492-6700) at least 48 hours prior to the scheduled meeting time if you need an accommodation. TDD users please call Oregon Telecommunications Relay Service at 1-800-735-2900.



ROSEBURG LIBRARY COMMISSION AGENDA ITEM SUMMARY

COMMISSION AGENDA

Meeting Date: November 20, 2018
Department: City Manager Office
www.cityofroseburg.org

Agenda Section: Discussion items
Staff Contact: Lance Colley/Kris Wiley
Contact Telephone Number: 541-492-6866

ISSUE STATEMENT AND SUMMARY

The Library Commission will meet on its regularly scheduled date November 20, 2018.

BACKGROUND

A. Discussion items.

The following are discussion items on your agenda:

1. A Library Meeting Room Policy will provide a framework for the Library to offer public access to its meeting rooms for meetings, events and other gatherings. This policy will be presented to Council on November 26, 2018. A recommendation from the Library Commission for Council to adopt this policy and fees will be discussed.
2. Library information brochures – Library staff has drafted several information brochures that will be available to patrons. The Library Director requests that Commissioners review the brochures and provide feedback as well as suggest topics for additional brochures.

SUGGESTED MOTIONS:

“I move that the Library Commission recommend that the City Council adopt the Library Meeting Room Policy that have been set forth for Council approval.”

ATTACHMENTS – Library Meeting Room Policy, Library Collections Sponsorships, Catalog Info Brochure, Information Brochure, Registration Bookmark

**CITY OF ROSEBURG
LIBRARY COMMISSION MEETING MINUTES
October 16, 2018**

CALL TO ORDER:

Chair Brian Prawitz called the regular meeting of the Roseburg Library Commission to order at 4:00 p.m. on October 16, 2018 in the 3rd Floor Conference Room at City Hall, 900 SE Douglas Avenue, Roseburg, Oregon.

ROLL CALL:

Present: Chair Brian Prawitz, Commissioners Marcy Belzner, Francesca Guyer, Theresa Lundy, Kelly Peter and Laura Harvey

Absent: Mandy Elder

Attending Staff: Library Director Kris Wiley, City Manager Lance Colley, City Recorder Amy Sowa, Management Assistant Shyela Chapman, (RARE) AmeriCorps Participant Adrienne Groves, Volunteer Coordinator Liz Hendershott

Others Present: Mayor Larry Rich

APPROVAL OF MINUTES:

Commissioner Lundy moved to approve the September 18, 2018 minutes; Commissioner Peter seconded the motion. Motion passed unanimously.

DISCUSSION ITEMS:

Homebound Services Policy & Application

Ms. Wiley led a discussion on the Homebound Services Policy & Application. This policy was written by Ms. Groves and does not need council approval. Homebound services will be provided to library cardholders who reside within Roseburg city limits and are temporarily or permanently unable to travel to the library, free of charge. Trained volunteers will be utilized to support this service. Ms. Hendershott was introduced as the Library Volunteer Coordinator and has a number of volunteers onboard. She will continue to work with Human Resource Director, John VanWinkle to determine who to utilize for this service as background checks will need to be conducted. Discussion ensued on what populations may benefit as a recipient of this program. Ms. Peter suggested a partnership with Meals on Wheels, and Ms. Belzner suggested Sunrise Enterprises as a special needs population. Ms. Lundy suggested that assisted living facilities offered this service in addition to the bussing system that most facilities currently have. Ms. Peter shared her experience with infested materials and offered to share an infestation policy she had on hand.

Local Presenters

The Outreach Coordinator, Adrienne Groves, is developing public programs and would like input from the Commissioners about local historians, researchers, and authors who might be willing to share their time and talent at the library. Names and contact information would be helpful, and suggestions from commissioners should be emailed to Ms. Groves. In response to Mr. Prawitz, Ms. Wiley reminded the committee that the library's programming policy states

the library does not endorse any program it hosts. When determining whether to schedule a program, reviews by sources that have knowledge of or have hosted the presenters will be considered.

AUDIENCE PARTICIPATION:

None.

BUSINESS FROM THE COMMISSION:

As Vice-President of the Friends of the Library, Ms. Belzner shared with the commission several news items, including their new website www.roseburglibraryfriends.org and email address roseburglibraryfriends@gmail.com. They are currently working on an ad inviting members to join. Ms. Wiley has asked Friends of the Library to staff the book sale that will go on during library hours after the library opens. They recently sent a letter to the County Commissioners' attorney to begin disbursement of funds accrued when the organization was the Friends of the Douglas County Library. She noted that in the past disbursement of funds was made upon request; however, the last disbursement before the County system was closed was not made. Friends of the Library have decided it is time to disburse those funds using Douglas County population numbers from 2016 to county libraries. Roseburg Public Library will be the sole recipient of future disbursements. Ms. Belzner reported that Friends of the Library will also change their name but have not come to a decision yet on the wording.

INFORMATIONAL:

Travel Oregon Mural

The Travel Oregon mural unveiling is set for Saturday, October 20 from 10 a.m. to 11:30 a.m. The west side of the parking lot will be blocked off for festivities, and the library foyer will be open for restroom access. Ms. Wiley stated that she hopes to see the Library Commissioners there. There will be food and coloring projects created by Travel Oregon. There will be parking the east one-third of the library lot. This will be the first of seven mural unveilings for Travel Oregon.

Renovations

Ms. Wiley reported renovations are ongoing at the library. In the week prior, 58,000 books from the stacks were boxed up and moved to storage bins in the parking lot. This week, old carpet was removed, and new carpet will be installed in the stacks. Data lines have been installed, and electrical and plumbing work throughout the building continues. The initial setup for the book sale in the Ford Room will be completed by Ms. Wiley, Ms. Groves, and Engineer Tech, Ryan Herinckx. The soft opening date has been moved to early November.

Staffing

Ms. Wiley reported that neither of the two interview finalists for the Youth Services Librarian position was hired. This position will be opened in the next week, and Ms. Wiley anticipates having the position filled by the beginning of the year. The library intends to implement one story time per week on Wednesdays at 11:30 a.m., with the first story time on November 14, 2018 with the City's K-9 dog, Trapper, and his handler. There are a number of volunteers who have expressed interest in helping with story times, and they will be utilized until a Youth Services Librarian is in place.

Volunteers

Ms. Hendershott announced that more than 20 volunteers have registered and about 33 more are currently in background checks. A volunteer orientation is scheduled on Saturday, October 27 at 11 a.m. in City Council Chambers. The orientation will review library policies, shelving, Apollo, and information on story time. Ms. Groves is developing a Teen Advisory Council with an application process modeled after Corvallis Public Library. Her hope is to get a group of teens together once a month to discuss items such as collection management in an attempt to keep materials and the library relevant to youth. Ms. Groves reported that she had reached out to her fellow AmeriCorps participants at Phoenix Charter School and the Boys and Girls Club. Ms. Harvey suggested reaching out to the ASTRA club at Roseburg High School as it is literary based. Applications from interested teens can be obtained from Ms. Groves.

Outstanding Grants

Ms. Wiley shared with the committee that the Ready to Read Grant from the State Library has been preliminarily approved in the amount of \$3028. These funds will be used for the Summer Reading Program to bring in part-time staff for the summer. The library has also submitted a \$15,000 grant application to Umpqua Bank for the Summer Reading Program and a \$37,000 request to the Douglas County Library Foundation for materials (books, ebooks, and audiobooks).

Japanese Garden

Ms. Groves will coordinate the revitalization of the Japanese Garden at the library. A copy of the original layout of the garden was found by the ESD. Ms. Groves will work with Sister Cities, Blue Zones, City Parks Department, and other volunteers. Ms. Belzner suggested that Ms. Groves contact the Master Gardeners for help. The goal is to have the garden completed before the next adult exchange with the Sister Cities program, which is scheduled for October 2019.

Local Partnerships

The committee discussed the importance of local partnerships and how they could work together to provide a broad range of library service. Local partnership discussions included but are not limited to Blue Zones, Phoenix Charter School, Roseburg Public Schools, Cobb School and Douglas County Museum.

Library Grand Opening

There will be a Library grand opening celebration with the Douglas Education Service District (ESD) on January 10, 2019. It will be held in the evening, and time specifics will be announced closer to the opening. Library cards have been printed, and cards were distributed to the commission. Ms. Wiley extended a big thanks to everyone involved.

ADJOURNMENT:

The meeting adjourned at 4:44 p.m. The next meeting is scheduled for Tuesday, November 20, 2018. The location is set at Roseburg Public Library. Meeting room to be determined.

Shyela Chapman
Management Assistant

MEETING ROOM POLICY

Roseburg Public Library has several meeting rooms available for public use.

- **Ford Family Room: capacity 104**
Available to the public when the building is unoccupied by staff. No technology provided (e.g., projector, computer).
- **Deer Creek Room: capacity 80**
Available only when the building is occupied by staff. Projector available.
- **South Umpqua Room: capacity 60**
Available only when the building is occupied by staff. Projector available.
- **Multipurpose Room #1: capacity 9**
Available only when the building is occupied by staff. Single- and multipoint videoconferencing available.
- **Multipurpose Room #2: capacity 9**
Available only when the building is occupied by staff. Single- and multipoint videoconferencing available.
- **Study Room #1: capacity 6**
Available only when the building is occupied by staff. No technology provided.
- **Study Room #2: capacity 6**
Available only when the building is occupied by staff. No technology provided.

RESERVATION SYSTEM

Meeting room use is prioritized to Roseburg Public Library/City of Roseburg, Douglas Education Service District (ESD), and Friends of the Library. All other entities must contact the ESD at 541-440-4777 to reserve a room.

Users are limited to reserving any room no more than 12 times in one year. Reservations for the Ford Room will be accepted up to 12 months in advance of a meeting. Reservations for all other rooms will be accepted up to six months in advance.

USE FEES

Fees must be paid by cash or check to City of Roseburg.

Roseburg Public Library/City of Roseburg/Douglas Education Service District/Friends of the Library events: no charge

Recognized veterans organizations: no charge

For all other uses: .

- **Ford Family Room: \$25** when the ESD and/or Library are open to the public; \$50 when the ESD and Library are closed
- **Deer Creek Room: \$25**
- **South Umpqua Room: \$25**
- **Multipurpose Room #1: For meeting room only or single-point videoconferencing: \$25. For multipoint videoconferencing: contact ESD for quote.**

- Multipurpose Room #2: For meeting room only or single-point videoconferencing: \$25. For multipoint videoconferencing: contact ESD for quote.
- Study Room #1: Available at no charge on a drop-in basis for two hours; time may be extended if no one is waiting.
- Study Room #2: Available at no charge on a drop-in basis for two hours; time may be extended if no one is waiting.

PARKING

Free parking is available in the library lot and the public lot across Fowler Street east of the library.

PROHIBITED ACTIVITIES/USES

The following is prohibited in all meeting rooms:

- Alcoholic beverages allowed in Ford Room only. An Alcohol Use Application must be completed and submitted to City of Roseburg Administration at 900 SE Douglas Ave., along with required OLCC permits. Contact 541-492-6866 for information.
- Animals other than service animals. A service animal is defined as a dog or miniature horse that has been individually trained to do work or perform tasks for an individual with a disability. The tasks performed by the service animal must be directly related to the person's disability.
- Any event at which an admission fee is charged.
- Any event at which future business will be solicited by a speaker through literature available at the meeting.
- Any event at which merchandise is offered for sale. Exceptions are made for Douglas ESD/Roseburg Public Library/Friends of the Library-sponsored events as well as vendors who have a City of Roseburg business license.
- Burning of any items, including candles or incense.
- Commercial activities.
- Smoking, vaping, or aerosolizing. Roseburg Public Library is a tobacco-free facility.
- Staples, tacks, nails, tape, or adhesives on painted surfaces.
- Violations of State and local Fire Codes and OSHA Regulations.
- Weapons of any kind, except as permitted by ORS 166.370.

RESPONSIBILITIES

In case any claim, action, or proceeding is brought against the City in any forum whatsoever by reason of any obligation to be performed under the terms of meeting room use by the user or arising from any act or omission of the user or the attendees and the user shall, upon notice from City, defend at trial and on appeal the City at the sole expense of the user, by counsel of City's choosing. This obligation to defend extends to all manner of proceedings, whether in a judicial, administrative, or other forum.

To the fullest extent authorized by law, the user shall indemnify and hold harmless the City from and against any and all loss, cost, claim, damage, injury, or liability

whatsoever, including reasonable attorney fees and costs of litigation and appeal, arising from the activities of the user, subject to the limitations of liability for public bodies set forth in the Oregon Tort Claims Act ORS 30.26030.300 and the Oregon Constitution.

By virtue of allowing use of a room, the City is not a partner or joint venturer with, or agent of, the user in connection with the activity carried on during use of the room.

Meeting rooms are provided in "as is" condition and order. During use of a room, the user must maintain and secure the room in good, clean, and safe condition. Before leaving, the room and any areas adjacent thereto affected by use of the room must be restored to the condition they were in immediately before commencement of use. Upon expiration of allotted time for use of room, users must peaceably and quietly quit and surrender the room in as good a condition as found. All extra materials must be removed. All garbage must be disposed of in the proper containers.

The user hereby fully and unconditionally waives its individual and collective rights to recover from the City any loss, damage, restitution, or compensation arising out of meeting room use or out of the use of any other City property associated with meeting room use. The City shall in no event be liable for any loss or damage suffered or incurred by the user for any reason whatsoever. Such waiver includes, without limitation, waiver of liability for death, personal injury, theft, damage to motor vehicles, loss of property from within motor vehicles, business interruption, lost profits, consequential damages and rights of subrogation.

DISCLAIMER

The City of Roseburg neither approves nor disapproves of the content, topics, subject matter, or points of view of individuals or groups using the facilities.



ROSEBURG
PUBLIC LIBRARY



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DONATION SPONSORSHIPS

Your cash donations and memorials help make Roseburg Public Library a vibrant community hub. Thank you!

\$25 donation will fund ...

- 2 hardcover picture books
OR
- 3 paperback junior books
OR
- 2 hardcover young adult books
OR
- 1 hardcover and 1 paperback adult book

LIBRARIES TRANSFORM®

\$50 donation will fund ...

- 4 board books and 3 hardcover picture books
OR
- 3 paperback books and 2 audiobooks for juniors
OR
- 2 DVDs and 1 paperback young adult book
OR
- 2 adult audiobooks

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OR
- 3 paperback books and 2 audiobooks for juniors
OR
- 2 DVDs and 1 paperback young adult book
OR
- 2 adult audiobooks

\$100 donation will fund ...

- 1 month of craft supplies for the Children's or Teen Room
OR
- 1 digital audiobook for adults
OR
- 1 local history presentation

\$500 donation will fund ...

- 1 children's program (e.g., puppet show, musician)
OR
- 10 digital ebooks for adults
OR
- 5 book club bags for adults

\$1000 donation will fund ...

- 1 set of encyclopedias
OR
- Summer Reading Program prize books for 125 youth
OR
- One-year subscription to The Oregonian, Register-Guard, and 3 magazines

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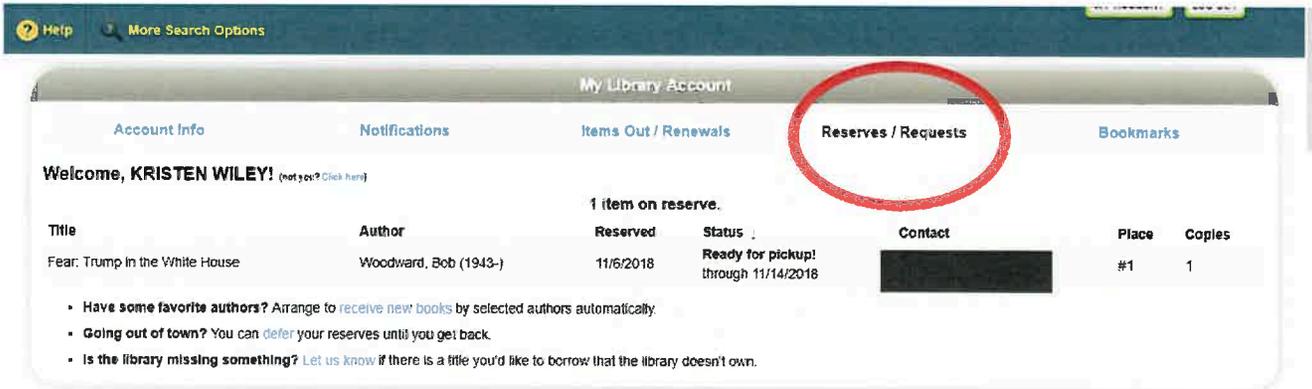
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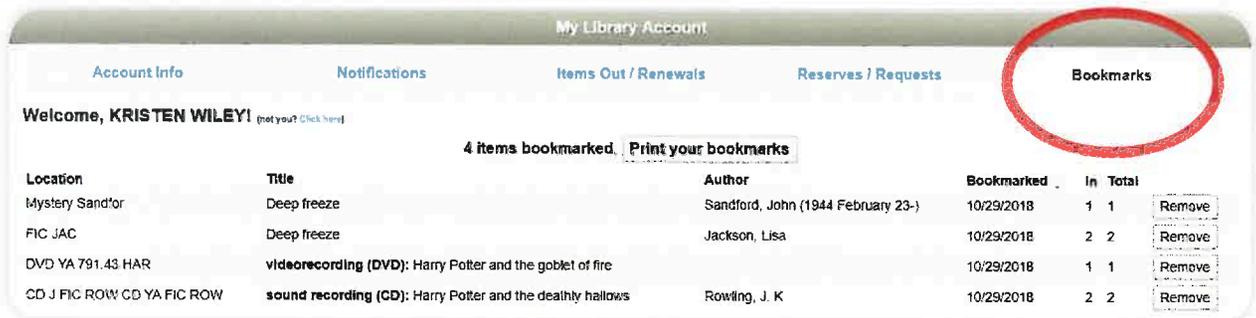
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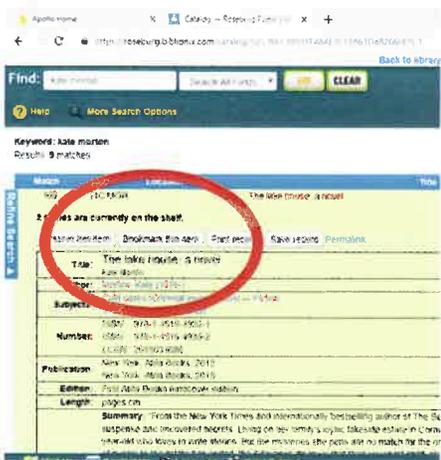
Welcome to the Roseburg Public Library Catalog!

6. The Reserves/Requests tab displays the items you have on hold. You can cancel items from this screen until they are ready for pickup. Once they are ready for pickup, you must contact library staff to cancel the hold.

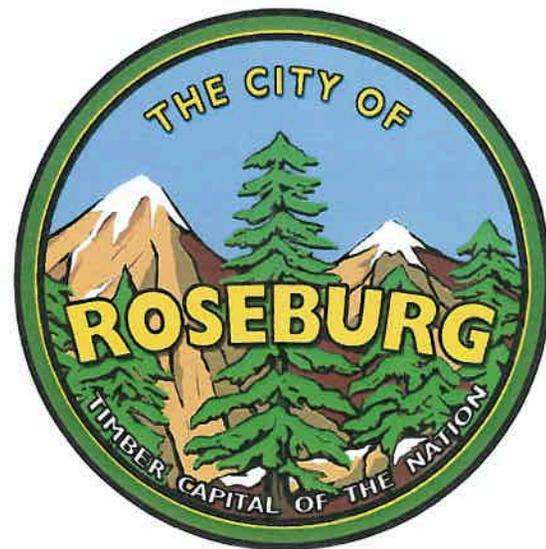


Welcome to the Roseburg Public Library Catalog!

7. The Bookmarks tab can be used as a list of books you have read, a list of books you would like to read, or any other type of list you'd like to create.



7a. To bookmark an item, search for the item in the top left corner of the screen, select the item, then click the Bookmark this item button.



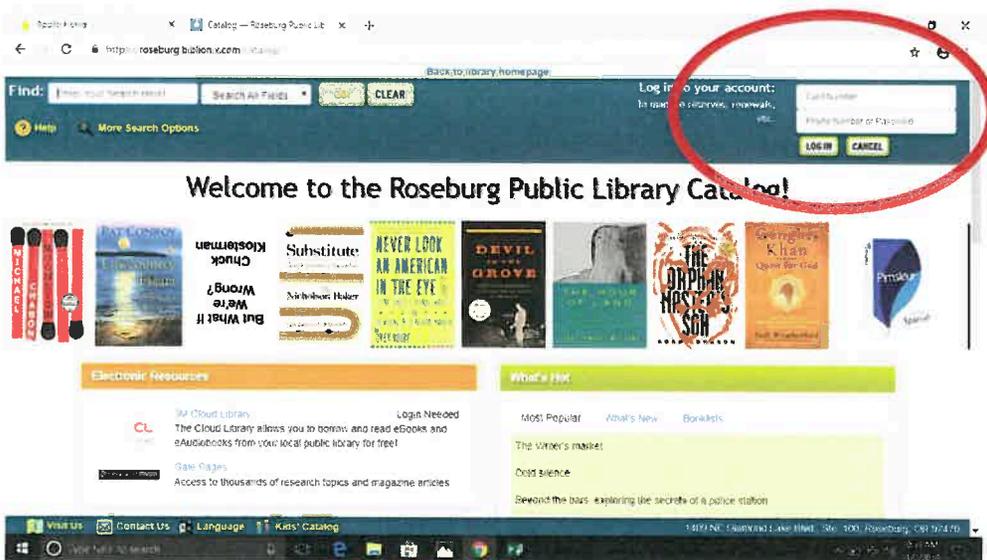
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**HOW TO USE
THE LIBRARY CATALOG**

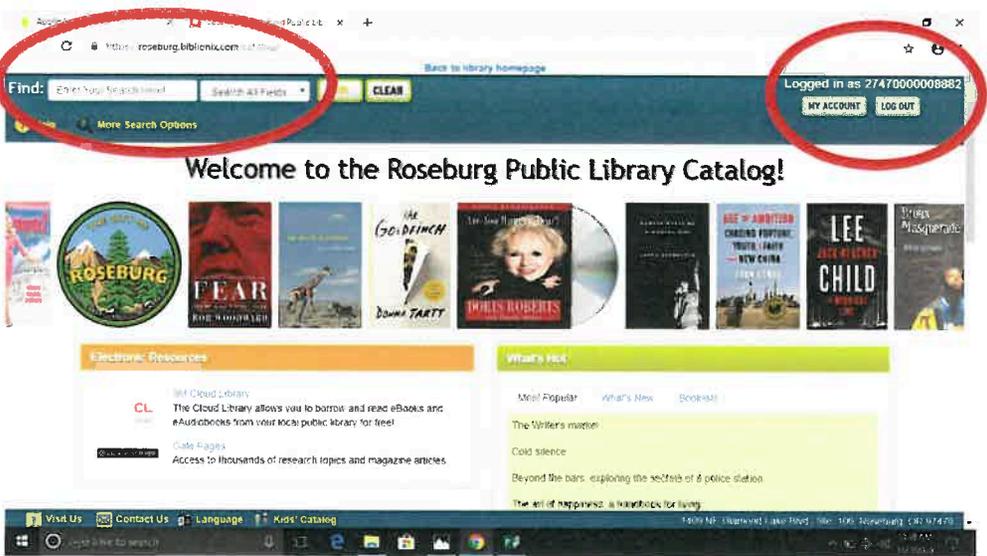
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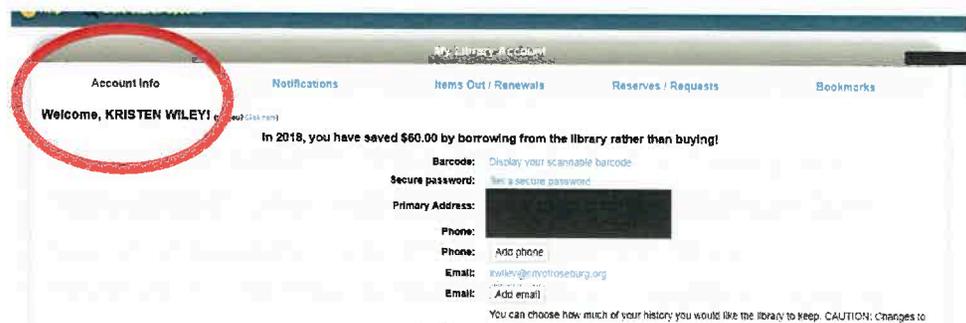
Manage your library account at roseburg.biblionix.com



1. Log into your account using your library card number (do not use spaces) and password. Your default password is your phone number. Contact library staff if you have questions.



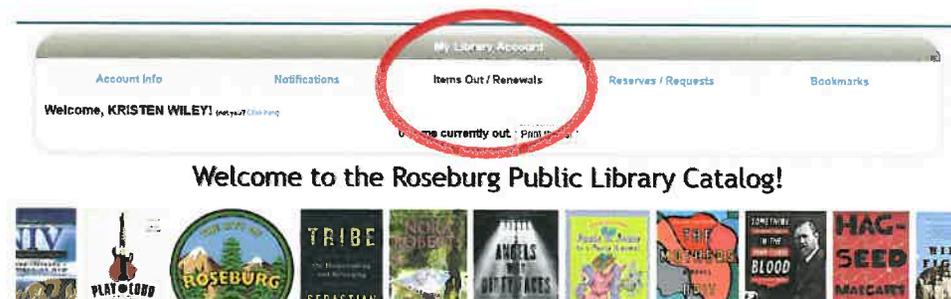
2. Click MY ACCOUNT in the top right corner to access your account. Enter a title, author, or keyword in the box in the top left corner to search the catalog for materials held at Roseburg Public Library.



3. The Account Info tab allows you to change contact information and view your checkout history, which can keep a record of the items you have checked out as a Roseburg Public Library patron. You must opt into this feature to retain a history beyond one month.

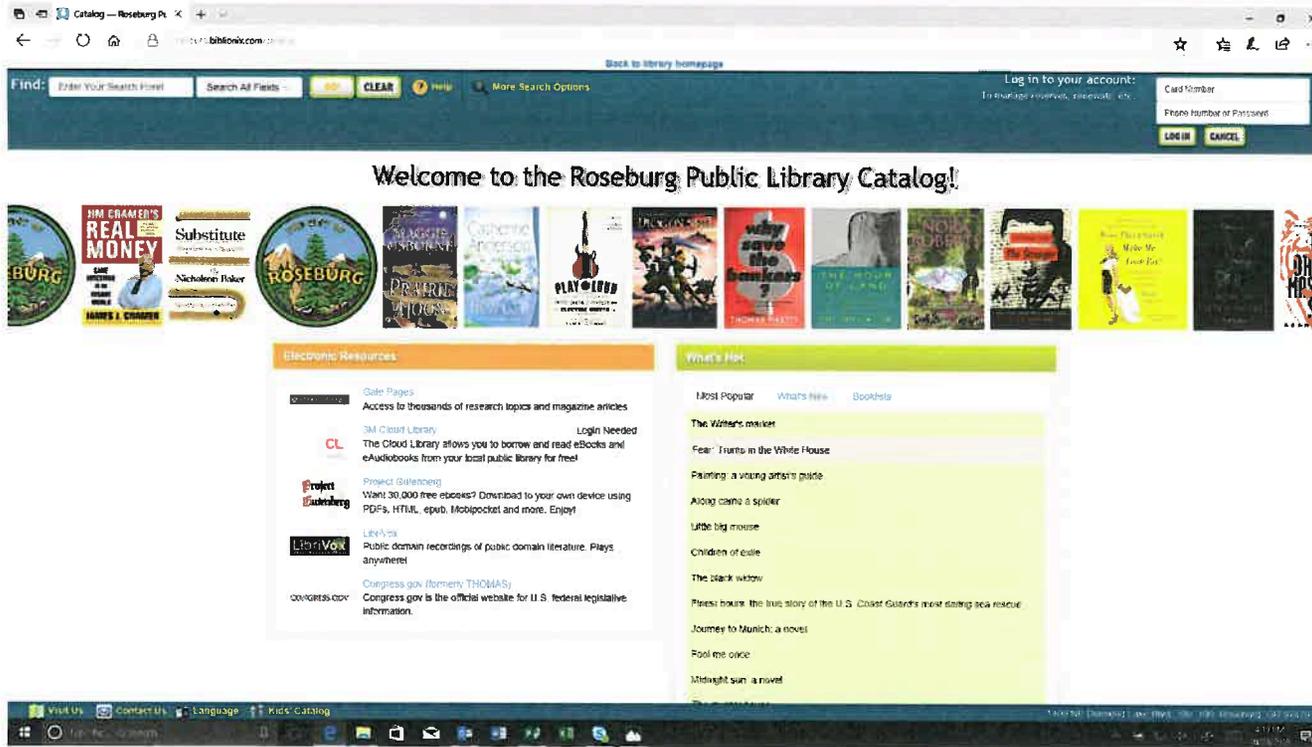


4. Go to the Notifications tab to change how you receive notices.



5. The Items Out/Renewals tab shows your checkouts and allows you to renew eligible materials.

USING THE CATALOG - roseburg.biblionix.com



Manage your account, renew materials, place items on hold, access ebooks, browse the catalog, and more at roseburg.biblionix.com. Log into your account with your library card barcode number; your default password is your phone number. Contact the library for assistance.

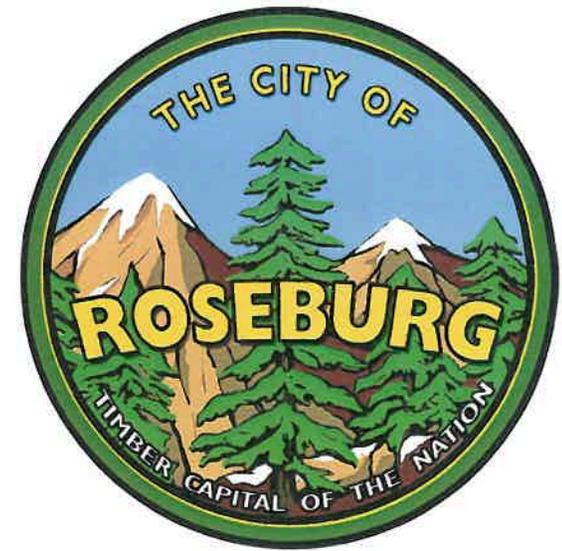
VOLUNTEERING

Roseburg Public Library welcomes volunteers to help with circulation, information services, processing materials, shelving books, managing programs, and more.

An application form is available at www.roseburgpubliclibrary.org or the library. Call the Volunteer Coordinator at 541.492.7053 for more information.

HOURS OF OPERATION

Tuesday	1-8 p.m.
Wednesday	11 a.m.-5 p.m.
Thursday	1-8 p.m.
Friday	11 a.m.-5 p.m.
Saturday	10 a.m.-2 p.m.
Closed Sunday and Monday	



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PATRON SERVICES GUIDE

1409 NE Diamond Lake Blvd.,
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541.492.7050
library@cityofroseburg.org
www.roseburgpubliclibrary.org



Welcome to Roseburg Public Library! We look forward to supporting literacy and lifelong learning while developing a community hub that provides opportunities for engagement and dialogue.



LIBRARY CARDS

Library cards are issued at Information & Patron Services with a photo ID and proof of residence.

Resident card - Free to all residents of the City of Roseburg. Renewable annually.

Non-resident card - Available to each household living outside the City of Roseburg. \$60 annual or \$15 quarterly fee.

Transitional card - Free to residents of the City of Roseburg without a permanent address. Renewable every 90 days. Only a photo ID is required.

Student card - Free to youth age 0 through high school graduation who reside or attend school within the geographical boundaries of the Roseburg Public School District. Renewable annually.

CHECKOUT LIMITS

A valid library card is required to check out items from the library.

Resident card - 50 items, including five DVDs, simultaneously

Non-resident card - 50 items, including five DVDs, simultaneously

Transitional card - Five items, including one DVD, simultaneously

Student card - Ten items, including one DVD, simultaneously



RESTRICTIONS & FEES

Roseburg Public Library does not assess overdue fees for materials. Items not returned within 30 days of the due date will be considered lost, and the borrower will be billed for the cost of the item plus a processing fee.

A \$1 replacement fee is charged for a lost library card.

EBOOKS



Roseburg Public Library is pleased to offer access to the cloudLibrary platform of ebooks and

eaudiobooks through a generous cooperative arrangement with the public libraries of Salem, Clackamas County, and Corvallis-Benton County.

To get started, obtain a Roseburg Public Library card. Then download cloudLibrary from your app store, go to yourcloudlibrary.com, or stop by Information & Patron Services for assistance.

LIBRARIES OF OREGON

The State Library of Oregon administers the Libraries of Oregon databases and ebooks platform, which is accessible for free. This resource includes thousands of popular magazines and research journals, content for children and students, career development tools, and much more.

To get started, obtain a Roseburg Public Library card. Then go to www.roseburgpubliclibrary.org and click the Gale Cengage Learning icon for databases and articles or the LearningExpress Library icon for testing and career resources.



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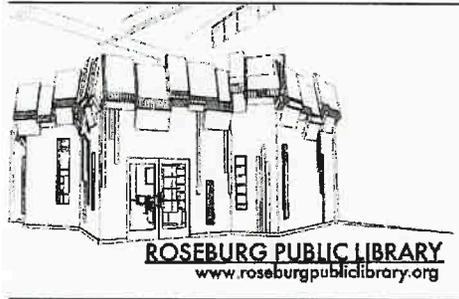


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OUR LIBRARY CARD



our library card is your gateway to checking out materials from the library as well as accessing ebooks and databases.

Links to all of our online resources are at www.roseburgpubliclibrary.org

To access your patron account as well as ebooks and databases, use the 14-digit number on your library card. Your default password is your phone number (you may change your password once you log in).

LIBRARY HOURS

Tuesday 1-8 p.m.
Wednesday 11 a.m.-5 p.m.
Thursday 1-8 p.m.
Friday 11 a.m.-5 p.m.
Saturday 10 a.m.-2 p.m.
Closed Sunday and Monday

YOUR LIBRARY CARD



Your library card is your gateway to checking out materials from the library as well as accessing ebooks and databases.

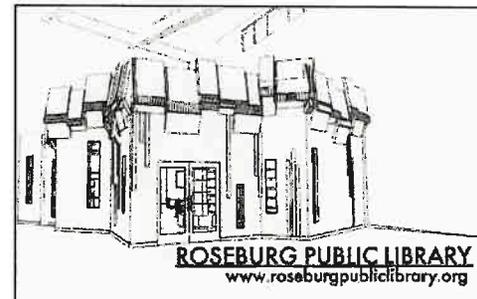
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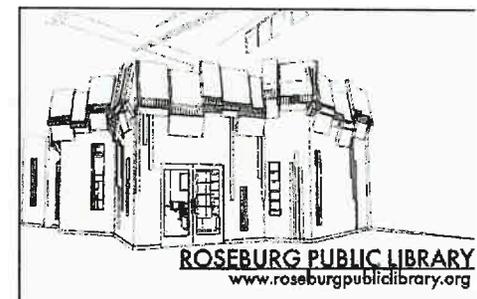
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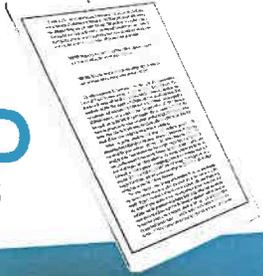
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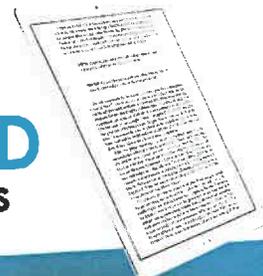
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