HOW DO I...

Borrow A Public Library Book?

Borrowing a book from any of the Hawaii Public Library is simple and easy. Books are filled with knowledge and fun stories for anyone to enjoy. The library is also a great source for resources and other things to enjoy. And it is all entirely free! While it may seem daunting and scary, here are some general easy steps to follow the next time you want to borrow a book from the library.

GETTING STARTED

Search for the nearest public library near you. There are over 25 public branches and locations in the island of Oahu alone. There will be a lot branches to choose from, just choose one that is most convenient for you. Here are also some general contact information that should be helpful if you have anymore other questions

Website: https://www.librarieshawaii.org/

Hawaii State Public Library System
Office of the State Librarian
44 Merchant Street
Honolulu, Hawaii 96813
1. GET A LIBRARY CARD

Once you find a nearby library. You first need to find register and sign up for a library card. In order to sign up for a library card, you need to present two things.

How to get a card

1) First you need to fill out the Library Card Application. You can either fill out the application online on the library website or in person at the front desk of the library.
2) You will need to also provide identification.

Adults need to provide a valid photo ID and proof of mailing if it is not listed on the ID.

Minors (under 18) must have their application co-signed by a parent or guardian. The parent or guardian must present a current ID and proof of mailing address.

2. LOOK FOR A BOOK

To find a book, use the library’s online catalog at the library or from anywhere you have internet access. Or simply take your time and look around the library. There are lost of books to chose from various subjects and authors. There will be something that will intrigue your interest.

Need a little more assistance? Please do not hesitate to visit or call your favorite library. We are happy to help.

Loan Periods for Materials in the Library

<table>
<thead>
<tr>
<th>Items</th>
<th>Loan Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Books and Other Items</td>
<td>3 Weeks</td>
</tr>
<tr>
<td>Movies, DVD, Hot Picks</td>
<td>1 Week</td>
</tr>
</tbody>
</table>
4. RETURN YOUR BOOK

Where
Most library materials do not have to be returned to the library from which they were borrowed. They may be returned to any public library. Isn't that neat!

You can either return the book into a book drop or personally return the books to the librarian inside the library. Videos and DVDs must be returned inside the library.

Renewing Books

Q. I haven’t finished my book? Can I keep them longer?
A. Yes if there are no reserves on the items

Books can be renewed for 3 weeks
Movies and DVD can be renewed for 1 week
How many books can I borrow?

<table>
<thead>
<tr>
<th>Item</th>
<th>Limit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Books</td>
<td>As many as you like</td>
</tr>
<tr>
<td>Cassettes</td>
<td>As many as you like</td>
</tr>
<tr>
<td>VHS Tapes</td>
<td>10 at a time</td>
</tr>
<tr>
<td>DVDs</td>
<td>10 at a time</td>
</tr>
<tr>
<td>CDs</td>
<td>10 at a time</td>
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3. CHECK OUT A BOOK

Once you find all the books and material you want to borrow, you can look for the front or circulation desk and have the librarian check out the book for you.

DUE DATE!

Make sure the books are labeled with the due date. That way it will be a reminder for you to return the book by the due date. If you return the book after the due date, the library will charge you money for the number of days the book is overdue.