

Bored with the books, audiobooks or movies which you have at home? Looking for new materials? You can borrow these items from the church library by going to the [church website](#) or app and browse through over 11,000 titles. These are available for you to place on hold your library account or you can email the library and [library@fullertonfree.com](mailto:library@fullertonfree.com) list the items you are interested in, even if you don't already have a library account.

We will check out the items to your account which you have selected and place them in a bag on a book cart located in the church office lobby for you to pick up anytime between 9:00am and 4:00pm (Mon – Thurs). The materials will be put in the church office lobby two – three times a week. You will receive an email notifying you that items are available to be picked up. The items in the bag should be free of the Coronavirus because they have been on the library shelf for at least three days and handled appropriately.

You can return items by placing them in the Drop Slot on the south side of the Commons building. No fines will be charged during the time that church services are not being held.

Please email us with any questions. You may leave a phone message which we will check when we come in, but we will check the emails daily.

#### **To find the library database:**

On the church WEBSITE, the easiest way to access the Online catalog is to scroll to the bottom of the Home page and Click on LIBRARY. "Search Online Catalog" is in a box after the two paragraphs and goes directly to the Library login page.

On the APP, click on the CONNECT icon (on the menu at the bottom) > OUR MINISTRIES > ANCHOR MINISTRIES > scroll to bottom and click on LIBRARY > "Website Online Catalog" (after the two paragraphs) which goes directly to the Library Login page.

#### **If you have a library account:**

1) If you have created access to your account:

- Log In (upper right side) to your library account on the app or church website
- If you forgot your username or password, let us know by email so we can reset your account and you can Create Account again (see below).
- Search for the items you want by author, title, keyword, series (mainly fiction), or subject
- Click on the record of the item desired
- Click on Hold It box in the right side
- Repeat the process
- Click on MY INFO (upper left side) to see the items you have checked out or put on hold, or to renew materials

## HINTS

- If a Keyword search shows a large number of items, click on Refine Your Search and then press Subject.
- Except for Reading Level, do not set limits on your search.

2) If you have NOT created access to your account:

- Click on “Create Account” (upper right-hand side)
- Fill in the information requested (your barcode appear by your name in each weekly email you have received, for example P7423)
- When you are finished, you will be logged in to your own account
- Search and request items as shown above
- Next time, just Log In (don't click Create Account).
- If you have a problem, email us at [library@fullertonfree.com](mailto:library@fullertonfree.com)

If you do not have a library account, you are welcome to email us at [library@fullertonfree.com](mailto:library@fullertonfree.com).

You may send us a list of the materials (author and title, could include call number) you would like to check out as well as the information listed below to set up your library account.

To set up an account, please send the following information:

- Names of family members that should be on the account (we provide one account per family)
- Address
- Email address
- Telephone – best number to contact you

Thank you for using the Fullerton Free library.