

# Bullitt County Public Library

www.bcplib.org

**Dorothea Stottman Library  
Branch Library**  
1251 Hillview Blvd  
Hillview, KY 40229  
502-957-5759/Fax: 502-957-0448  
dsl@bcplib.org  
Mon & Thurs Noon - 8 p.m.  
Tues, Wed, Fri, & Sat 9 a.m. - 5 p.m.

**Lebanon Junction Library  
Branch Library**  
11382 S. Preston Hwy.  
Lebanon Jct, KY 40150  
502-833-4648/Fax: 502-833-9877  
ljl@bcplib.org  
Mon & Thurs Noon - 8 p.m.  
Tues, Wed, Fri, & Sat 9 a.m. - 5 p.m.

**Ridgway Memorial Library  
Main Library and Administrative Office**  
127 N Walnut St  
Shepherdsville, KY 40165  
(502)-543-7675  
FAX: (502)-543-5487  
circ rml@bcplib.org  
admin bcpl@iglou.com  
Mon, Wed, Fri, & Sat, 9 a.m. - 5 p.m.  
Tues. & Thurs. 9 a.m. - 8 p.m.  
Sundays 1 p.m. - 5 p.m.

**Mt. Washington Library  
Branch Library**  
311 Snapp St  
Mt Washington, KY 40047  
502-538-7560/Fax: 502-538-2696  
mwl@bcplib.org  
Mon & Thurs Noon - 8 p.m.  
Tues, Wed, Fri, & Sat 9 a.m. - 5 p.m.

## WELCOME TO THE LIBRARY

**As a Bullitt County library card holder, you are entitled to checkout:**

<i>Type of Material</i>	<i>Loan Period</i>	<i>Can I Renew?</i>	<i>Number of Items</i>	<i>Late Fines</i>	<i>Who Can Checkout?</i>
<b>Books</b>	2 weeks	Once if not on hold		5 cents a day	Adult & Child
<b>Books on Tape</b>	2 weeks	Once if not on hold		5 cents a day	Adult & Child
<b>Books on CD</b>	2 weeks	Once if not on hold		5 cents a day	Adult & Child
<b>DVD</b>	1 week	No	2	1 dollar a day	Adult
<b>Blu-Ray</b>	1 week	No	2	1 dollar a day	Adult
<b>Music CD</b>	1 week	No	2	1 dollar a day	Adult & Child

- ✓ Always bring your library card with you. This is for your protection. It insures that materials get checked out correctly.
- ✓ Do not lend your card to anyone. You must be present to use your card. Each family member must have their own card. Children under 17 need a parent's signature.
- ✓ You are responsible for all items checked out. Please notify us if the card is lost or stolen. Fines of \$10 or more result in loss of check out privileges.
- ✓ Replacement cards cost 50 cents.
- ✓ Join Friends of Bullitt County Libraries to have short term fines waived on certain materials.
- ✓ Access your account from home from [www.bcplib.org](http://www.bcplib.org) and your PIN number. You can also renew books and place holds on items from home.

Other Services we offer:

- ✓ "Express Library" drop off and pick up of materials at Nichols Elementary School.
- ✓ Home and library access to library website resources & reference databases, downloadable audio books, preschool programs, summer reading programs, and adult programs.
- ✓ Reference & computer help.
- ✓ Interlibrary Loan to get books from libraries outside Bullitt County (a minimum fee of \$1.00 fee or the cost of one way postage is charged).
- ✓ Computer print outs cost 10 cents per page black & white, and \$1.00 color (where available).
- ✓ Photocopier 10 cents per copy & Fax \$1.00 per page for outgoing fax.

**We are here to help you find what you need!**  
**If you need help please ask!**  
**Sincerely -- The Entire Bullitt County Library Staff**

## Accessing your library account from a remote computer

From the Bullitt County Public Library's website ([www.bcplib.org](http://www.bcplib.org)) click "**Search Our Catalog**" or access it directly from <http://pac.bcplib.org:8080>

### **To access your account, renew items, and review saved searches and lists:**

From the online catalog click "**My Account**" then enter your *username* and *password* in the "**Log On**" box. Please note: the first time you access your account you must use your library barcode and pin number. To do this, select "**click here to enter your library credentials**" and you can then create your own username and password. The reason to do that is you can create something easy for you to remember. Otherwise each time you log in you must type in your 14 digit barcode number. (Click the "X" in the green tab to close the "my account" information).

### **To place a hold on an item:**

You can place a save on a book or other material from the online catalog by searching for an item the way you normally would (by author, title, subject, etc.). When you find what you are looking for click the "**Request**" button to place the hold. If you are logged in already it will ask you to confirm your request and choose your pick-up location. If you are not logged in, you will be prompted to login before you can continue.

### **Saving your search result lists:**

You can save your search results by clicking on the "+" next to the request box. That search result will be saved in "**My account**" for you to review later.

### **Write your own review to share with other library users:**

You can write your own review of a title. You must log in to use this feature. Do a search and bring up the item the way you normally would. Click on the "**Borrower Review**" tab then "**Add Review**". Write your review in the text box, and click "**Submit**" when you are done. Please note: if you prefer the older version of the library catalog you can get to it by clicking on "**Classic Version**" located on the right side of the screen, or access it directly at <http://pac.bcplib.org>

For security reasons, be sure to **log off when finished**. This is especially important when using a computer shared by other people!