



www.ville.saint-lazare.qc.ca

# Municipal Library

1275 Rue du Bois, Saint-Lazare (Québec) J7T 3E6  
 Phone: 450-424-2999, ext. 260 • Fax: 450-424-4068  
 bibliotheque@ville.saint-lazare.qc.ca

## Regular hours

Monday	Closed
Tuesday	11 a.m. to 9 p.m.
Wednesday	11 a.m. to 9 p.m.
Thursday	11 a.m. to 9 p.m.
Friday	11 a.m. to 9 p.m.
Saturday	10 a.m. to 3 p.m.
Sunday	10 a.m. to 3 p.m.

## Summer hours

Monday	Closed
Tuesday	11 a.m. to 9 p.m.
Wednesday	11 a.m. to 9 p.m.
Thursday	11 a.m. to 9 p.m.
Friday	11 a.m. to 9 p.m.
Saturday	10 a.m. to 3 p.m.
Sunday	Closed

*Closed from the 1<sup>st</sup> Sunday of June to the 3<sup>rd</sup> Sunday of September*

## Our Services

The Library services are free of charge to all Saint-Lazare residents and property owners. Qualified personnel are at your disposal to offer a wide variety of services:

### Reader assistance

This service allows the reader to: obtain information concerning the operation of the Library; learn to use the computerized catalogue; learn how to find books and documentation in the Library.

### Reference

Our reference services offer professional assistance that enables the user to locate Library resources on a specific topic.

### New acquisitions

Readers are welcome to suggest the purchase of new volumes or periodicals. If the suggested volumes correspond to the current Library policy, they will be bought.

### Document reservation

A user may reserve a document already in circulation. When the document is returned to the Library, the reader will be advised and has two days to take possession of the document. This service is limited to 5 documents per person.

### Interlibrary loans

In the case of more specialized or rare books, the Library will do its utmost to obtain the books through the interlibrary loan services.

### Vacation loans

A 3 week loan period is in place to accommodate our users during their vacation period as long as the document has not been requested or reserved by anyone else.

### CD music collection

A collection of classical, jazz and popular music is now available to introduce subscribers to these musical universes.

### Research on the Web

To complete the information contained in the Library, users can reserve a 1 hour period with the possibility of an additional hour to surf the Web on their own on the Library's computers.

### Wireless Internet surfing

Subscribers can now bring their laptop to access Internet from anywhere in the library thanks to our high speed wireless connection.

### Catalogue consultation from home

Access the library catalogue from home at <http://ville.saint-lazare.qc.ca/biblio>. Transactions are updated every 30 minutes to give you a precise image of the collection and documents available.

### Book deposit box

The Saint-Lazare Library has a book deposit box located next to the main entrance that members can use outside library hours.

### Free but mandatory registration for our programs and activities

Story time, meetings with authors, reading club, exhibitions, and contests are some of the free activities we offer. In order to participate, please subscribe to our online invitations at <http://ville.saint-lazare.qc.ca/subscription> or inquire with our Library staff and consult our municipal "Liaisons" publication or the local newspapers. Our activities are free but you must reserve your seat at least 2 days ahead of time by calling 450 424-2999, ext. 260.



## Our Rules

- Upon entering the Library, subscribers are asked to leave their bags in the cloakroom.
- The Library is not responsible for lost or stolen articles.
- Eating, drinking and smoking are prohibited inside the Library.
- Animals are not allowed inside the Library.
- The use of the cellular in the library is forbidden.

### Membership

On-site consultation is free for residents and non-residents. However, you must be a member to borrow documents.

### Registration

Registration is free for Saint-Lazare property owners and people residing within the limits of Saint-Lazare. Consequently, anybody who does not meet these criteria cannot have access to the loan services. Upon registration, everyone (13 years and over) must provide a proof of residence (drivers license, lease or student ID) and sign the membership card. The registration card for those less than 12 years of age must be signed by a parent or guardian. The subscriber is responsible for all reading material borrowed with the card. The cost of replacement for the Library card is \$1.

### Loans

The subscriber must produce his/her card to borrow books and periodicals from the Library. A subscriber (adult or child) may borrow a maximum of 10 documents. The loan is for a 3 week period except for videos which are loaned for 2 days. The loan of new material and reserved documents will not exceed a period of 3 weeks. The rental of videos is limited to 1 per membership card.

### Renewals

In order to renew a loan, the subscriber must produce his/her card and the desired document at the Library. Renewals by phone are not accepted.

### Fines

A fine is imposed for every late document.

#### Adults:

\$0.25 / day / document (maximum \$5 per document)

#### Children (12 years and under):

\$0.10 /day /document (maximum \$5 / membership card)

#### Videos (VHS, DVD):

\$1 / day (maximum \$5)

**A subscriber who regularly returns overdue documents or who fails to return them following a third written notice may see his/her membership withheld.**

### Lost or damaged documents

Subscribers must reimburse the cost of the lost or damaged documents. The cost is based on actual purchase prices or binding charges, as the case may be.

The Saint-Lazare Library benefits from the financial support of the Ministère de la Culture, des Communications et de la Condition féminine

Culture, Communications et Condition féminine  
 Québec

