

## Interlibrary Loan (ILL)

Interlibrary Loan allows libraries to share resources. The ILL Department locates a potential lending library & sends a request to borrow the item you seek. ILL requests can now be placed online using the Texas Group Catalog/Navigator ILL system. Patrons are limited to 6 active requests at a time. You must have a valid library McAllen card, PIN & email address.

## Study Rooms

Study rooms at all MPL locations can be reserved online for up to 4 consecutive hours at <http://mcallen.libcal.com>. Main Library study rooms are for same day reservations only, while Lark & Palm View Branch study rooms may be booked up to 14 days in advance.

## Wireless Internet

The library provides free wireless internet access throughout the building.

## eBranch (<http://bit.ly/mplebranch>)

Explore our collection of digital resources, including eBooks, college & career tools, magazines, newspapers, and more!



By accessing our eBranch, you can:

*Download (with a valid McAllen library card)*

- eBooks & audiobooks through Overdrive
- free music through Freegal
- eMagazines through Zinio

*Have access to*

- Ancestry Library (*in library use only*)
- Audiobook Cloud
- Newsbank
- TexShare Databases
- Tumblebooks Library

*Take online language courses (with valid library card)*

- Mango Languages

## Computer Lab

Computer labs are open during normal operating hours and shut off automatically 15 minutes prior to library closing time.

You must present your Library card or have a copy of your full library card number. Users are allotted up to 3 hours of computer use per day, per card.

## Printing / Copying / Faxing Prices

Printing: • B/W: 10¢ • Color (MN & PV only): 50¢  
Copies: • B/W: 10¢ • Color (Main only): 50¢

Faxing- vendor based kiosk

Local & National: \$1.75 first page --- \$1.00 / add. page

International: \$3.95 first page --- \$3.45 / add. Page

Scanning (Main only): Free

## Donations

The library accepts donations of books, DVDs and CDs in new or gently-used condition. Donations of 1-3 boxes are accepted at all library locations during normal operating hours.

## Bookstore

The library's bookstore is staffed by volunteers, officially known as the Advocates of McAllen Public Library. If you're interested in volunteering at the library, please visit the City of McAllen Human Resources Office to fill out a Volunteer Application. The Human Resources office is located inside City Hall at 1300 Houston Avenue and can be reached at (956) 681-3111.

## Programs

MPL offers a variety of programs for all ages, including:

- Book Clubs
- Craft Sessions
- ESL Classes
- GED Classes
- Storytimes
- Technology Classes

Visit our online events calendar for upcoming programs!

## Ask A Librarian

You'll never know if you never ask. How many states are there in Mexico? Which U.S. presidents were born in Texas? Who invented television? Let the reference staff help you find the answer. Feel free to call, chat, email, or text us for assistance!

E-Mail Us: [ask@mcallen.libanswers.com](mailto:ask@mcallen.libanswers.com)

Call Us: (956) 681-3000 | Text Us: (956) 606-3295

You can also phone the Reference Desk at (956) 681-3000 or ask a question on the library's Facebook and Twitter pages.

## Tours

MPL welcomes visitors interested in gaining a broad overview of the many services, resources, and events the library has to offer. We ask that you submit your tour requests at least one week in advance.

## Library Board

The Library Board makes recommendations to the City Commission concerning operating policy of McAllen Public Library and long-range capital improvement planning. Board meetings are held in the Main Library on the second Thursday of the month, 4:30 PM, September through May. Meetings are open to the public.

## Patrons with Disabilities

MPL offers assistive devices for the visually impaired community. Users can make use of the following equipment:

- ZoomText: enlarges computer screen text
- JAWS: a software that reads information on your screen
- Merlin: a desktop electronic magnifier which enlarges printed materials on a video screen

This computer station is located in the Computer Lab at the Main Library. The software can be used with Microsoft Office programs and our online catalog. Staff has been trained to help customers use the software. For assistance or headphones, please see the Computer Lab Desk.

# McAllen Public Library

Where people & ideas meet & connect.



## LOCATIONS

### Lark Branch Library

2601 Lark Ave.  
McAllen, TX 78504  
956.681.3100 (p)

Mon-Thu 10:00AM-9:00PM  
Fri-Sat 10:00AM-5:00PM  
Sunday 1:00PM-9:00PM

### Main Library

4001 N. 23rd St.  
McAllen, TX 78504  
956.681.3000 (p)

Mon-Thu 9:00AM-9:00PM  
Fri-Sat 9:00AM-6:00PM  
Sunday 1:00PM-9:00PM

### Palm View Branch Library

3401 Jordan Ave.  
McAllen, TX 78503  
956.681.3110 (p)

Mon-Thu 10:00AM-9:00PM  
Fri-Sat 10:00AM-5:00PM  
Sunday 1:00PM-9:00PM



McAllen  
Public  
Library

[www.mcallenlibrary.net](http://www.mcallenlibrary.net)

[www.facebook.com/mcallenlibrary](https://www.facebook.com/mcallenlibrary)

[www.twitter.com/mcallenlibrary](https://www.twitter.com/mcallenlibrary)



**As a borrower...** you have free access to thousands of books, DVDs, CDs, and other library resources, including staff who are happy to help you locate items. In addition, you assume full responsibility for the materials and fines charged to your card.

### Applying for a Library Card

To apply for a library card, an Online Borrower Registration Form must be filled out then verified *in person* with the required documentation. A parent or legal guardian must verify the account of a juvenile cardholder, 17 years or younger. To get a library card:

1. Fill out and submit the Online Borrower Registration Form at [www.mcallenlibrary.net](http://www.mcallenlibrary.net).
2. Present, in person, your government-issued photo ID (U.S., Canada, or Mexico) *and* proof of your current U.S. mailing address (such as a utility bill, mailed envelope, or rental agreement dated within the last 30 days).

A photo will be taken of the account holder at the time of registration- library cards are non-transferable, and only the account holder pictured may use the card. Either your library card or government-issued ID is required for all transactions concerning library books and materials.

### Borrower Account Renewals

Borrower accounts must be renewed annually in person. In order to renew borrowing privileges, you must present both:

- Your government-issued photo ID (U.S., Canada, or Mexico), and
- Proof of your current U.S. mailing address.

The photo of the account holder will be updated at the time of renewal.

### Card Fees

- Address change and name change: no fee
- Replacement card(s): \$1.00

### Loan Guidelines

Limits exist for all library materials that you may borrow. For instance, you may borrow up to 6 eBooks from <http://bit.ly/mplebooks> with a MPL card and PIN.

Books (hardbacks or paperbacks)	25 per card
DVDs / Blu-Rays	6 per card
Music CDs, audiobooks on CD	4 per card
eBooks	6 per card

\* Borrowers may have a total of up to 25 items on their card at one time.

### Fines and Loan Periods

Fines apply as listed below. Overdue notices are sent for items 30 days overdue. Borrowing privileges will be blocked if fines are \$1.00 or more. If an item is not returned in 30 days, the item is considered lost and full replacement cost is charged to the patron.

Type of Item	Loan Period	Fine (per Item)
Circulating books	3 weeks	\$0.10 per day
CDs, audiobooks	2 weeks	\$0.10 per day
eBooks	2 weeks	no fine*
DVDs / Blu-Rays	1 week	\$0.50 per day

\*eBooks automatically expire from your device at end of loan period.

### Payment of Fines

The Library will accept the following forms of payment:

- Cash (bills larger than \$20 will not be accepted).
- Personal checks made out to the "City of McAllen" or "McAllen Public Library" for the exact amount.
- Credit card, through a terminal in the Computer Lab. The maximum payment per transaction is \$10.00. Every swipe places a \$10.00 hold.

### Returning Items

Items checked out from any library location may be returned to any library location. There is a book drop accessible from the exterior of all library locations.

### Your Library Account

Access your personal library account by clicking "My Account" on MPL's online catalog.

- Enter your Library ID, which is your 6-digit library card number (starts with a "P"), and your PIN. *If you do not know your PIN, visit the circulation desk of any library location, and you will select a 4-digit pin of your choice.*
- You may review items currently checked out on your library card, overdue and lost items, and outstanding fines. (Fines will not be posted to your online account until items are returned or renewed.)
- You may renew items as long as they are not overdue and not on hold for someone else.
- You may review the status of titles you have placed on hold and cancel holds on items you no longer need.

### Renewing Items

Most items may be renewed up to three times each. You may renew items in one of three ways:

- By accessing your account through the online catalog before the due date.
- By bringing them in person to the library.
- By telephone (during operating hours) with your library card number or DOB.

### Requesting Items

You may place a hold on an item free of charge by logging into your account and locating the item through the online catalog.

- Select the library location where you want the item sent.
- You will be notified by text message or email when the item is available for pick-up.

**Manage your account online...**request items, renew check-outs, review fines, and receive alerts about due dates when an email address is saved in your profile.

