

## Guide to Facilities and Resources for Lincoln Central Library

<b>Service Name</b>	Lincoln Central Library
<b>Contact Details</b>	Free School Lane, Lincoln LN2 1EZ Tel: 01522 782010 <a href="mailto:Lincoln_library@lincolnshire.gov.uk">Lincoln_library@lincolnshire.gov.uk</a>
<b>Opening Hours</b>	Monday – Friday: 9.00 a.m. – 7 p.m. Saturday: 9.00 a.m. – 4 p.m.
<b>Access / Location</b>  <i>Please let us know prior to your arrival if you have any special requirements</i>	Central Library, Free School Lane, LINCOLN. LN2 1EZ.  Public parking is extremely limited on Free School Lane, and visitors travelling by car are advised to use nearby City Centre car parks. The Central Library is a ten minute walk from Lincoln Railway Station, and a five minute walk from the City Bus Station.  Within the Central Library, all public services are at ground-level and disabled access is available throughout the Library.
<b>Borrowing &amp; Membership</b>  <i>Whilst using this service you will be expected to comply with institutional policies and regulations, including those pertaining to copyright</i>	Anyone can visit the Central Library to browse, read the newspaper, use a computer, do homework, ask for information or use the photocopier without joining the library. However, if you want to borrow a book, video, CD etc. you will have to become a library member. Library members can borrow up to 20 books (including talking books), 6 music CDs, and 4 DVDs/ videos. Books are loaned for 4 weeks; music CDs, DVDs and videos are hired for 1 week.  <b>It doesn't cost anything</b> to join the library but you will need to be able to show us 2 types of identification: one that has your current address on it (e.g. Driving licence, Bank statement, Council Tax bill, Gas/ electricity/ water/ telephone bill, Pension/ benefits book, Rent book, Medical card, Bus pass); and another that has your signature on it (e.g. Debit/ credit card, Driving licence, Cash card, Passport, ID card). (If you are not able to produce proof of address we will post your library card to you but, of course, you will not be able to borrow any items until you have received it).  There is no age limit for joining the library but, for legal reasons, children under the age of 16 will need to obtain the signature of a parent or guardian (and the identification provided will have to relate to the parent/guardian also).
<b>Photocopying</b>	There are two coin-operated photocopiers offering black and white and colour, A4 and A3, copies. Charges apply.
<b>Computer Catalogue</b>	Lincolnshire County Council's library catalogue is available on <a href="http://lincslib.lincolnshire.gov.uk">http://lincslib.lincolnshire.gov.uk</a> . The catalogue may be searched from any PC offering internet access. Registered library members may (by inserting their library borrower

	number and PIN) reserve items, check their personal details and renew loans. Ask at your library if you do not know your borrower number and PIN.
<b>Studying</b>	There are over 100 study places throughout the Central Library. The far end of the Library is designated for silent study, and study booths are also available upon request at the Central Library Enquiry Desk.
<b>Computers / Internet</b>	<p>There are over 30 public-access computers offering quick and free access to the internet, web based email, a range of office software applications, LINCUP Lincolnshire's Electronic Gateway, the Lincolnshire Library Catalogue and on-line information subscriptions. One of these computers is reserved for use by children under 7 years, and another is reserved for use by children that are 12 years old or under. Library members can make their own bookings using their library card and pin numbers.</p> <p>All computer users must acknowledge the online Acceptable Use Policy, and users are advised to book in advance the use of a PC.</p>
<b>Resources</b>	<p>Adult fiction and non-fiction lending stock  Junior Library  Information collection  Local and family history resources  Illustrations collection and local maps  Music and drama collection  Music CDs, DVDs and videos for hire</p>
<b>Other Facilities &amp; Resources</b>	<p>Permanently manned Enquiry Desk  Fax machine  Public toilets  Public telephone  Display facilities  Rooms for hire  Learning Centre offering on-line courses  Tennyson Research Centre (prior booking essential)</p>
<b>Guides &amp; Leaflets</b>	<p>"Welcome to Lincoln Central Library"  "Using the PCs"  "Family History in Lincolnshire Libraries"  "Illustrations Index"  These, and other leaflets about particular aspects of the County Library Service, are available from the Central Library Reception Desk.</p>

