

Information for you about The Otis Library and Museum

- Library cards must be applied for in person at the Otis Library. Proper identification is required to confirm your Otis residency such as a driver's license or passport.
- If you are a registered borrower at any of the C/W MARS member libraries, you can log in to review your library record online. Your record lists the materials you have checked out, outstanding holds you have on library materials, and any fines you may owe. You can also renew your own items online. You log in by going to www.cwmars.org and clicking on the *Log into My Account* button.
- Registered C/W MARS library patrons are able to place their own requests for materials through the online catalog—to be delivered to your local library for pick-up. To use this feature, click on *Place Hold* link when viewing the record for the title, then follow the online directions.
- Instructions for obtaining a Boston Public Library e-card for a wider source of materials are as follows: Go to www.BPL.org...get a card...e-card (left hand side, blue column)...fill out registration form at the bottom of page...proceed...your e-mail address and pin.....click on *I Accept* . Now, through C/W MARS and the Boston Library, your request will almost always be filled.
- If you need help in accessing your patron account, please feel free to contact a staff member at the library.
- Contact the if you feel you are being charged fines on items you know have been returned. You can return any item, unless otherwise marked, at any C/W MARS library.
- The Otis Library lends books, DVD's and audio books to all patrons in good standing, from any C/W MARS library in Western MA.
- Museum passes can be checked out for 2 days and cannot be renewed. DVD's are checked out for 7 days and all other materials are checked out for 21 days. If an item comes from another library, their checkout loan period applies.
- Renewal periods, on items that are not on hold, are the same as the original checkout time.
- Computers are available for public use. Patrons must sign in at the front desk, and there may be a time limit. The Library is a Wi-Fi hotspot. We have a separate room for you to do quiet work on your laptop or to study.
- Special programming for adults and children are scheduled throughout the year. Check at the Library for programs and dates.
- A copier is available for public use at a nominal fee.
- An outside Book Drop is provided for returning materials when the Library is closed. Materials may be returned to any C/W MARS Library.
- The Otis Library has a handicapped access ramp for entering the Library.
- Volunteers are welcome and provide a valuable service to the Library. If you are interested in volunteering, please see the Director.
- The Library has digital readers (Kindles). Periodic workshops are held to assist you with this device.
- Ancestry.com is available on the Public Access Computers. Come in and discover your roots.

The Otis Library and Museum values your input. If you have any questions or considerations you would like addressed, please feel welcome to come to us for help. We are here to serve the community of the Town of Otis.