

Welcome to Office of Navajo Nation Library
P.O. Box 9040
Window Rock, Arizona 86515
Phone #: (928)871-6376/6526
Fax #: (928)871-7304

PURPOSE:

The purpose of the Office of the Navajo Nation Library is to provide educational, cultural, and informational materials and services to all residents of the Navajo Nation and all other interested in the Native Americans; develop such resources in response to the informational, educational and recreational needs of the Navajo people; and provide such resources at accessible, convenient locations and service hours.

LIBRARY CARDS:

1. Fill out Membership application card.
2. Membership cards are free of charge.
3. Replacement Cards—\$2.50. You may receive a temporary library membership card the same day you acquire for replacement card. Membership card will be mailed to you within 2 weeks.
4. Your current mailing address must be verified by a driver's license or a picture ID card and post marked mail with your name and post office box number within the last 30 days.
5. We **DO NOT** accept General Delivery addresses.
6. Youth, twelve (12) years of age and younger must have their parent or guardian sign their membership application form and Computer Contract Form. Parents also have to sit with their child at the computer at all times.
7. The library patron is responsible for all materials charged to their name (or child's name, in the case of a parent), and must pay replacement costs for any items which are lost or irreparably damaged.
8. Lost or stolen card should be reported to library staff immediately.
9. Guest Passes (tourists, visitors, etc.) are available for computer usage. 1 hour per day.

FEES & FINES:

1. .10 cents per day for all FICTION, NON-FICTION, PIC, YA, BIOGRAPHY, Native American Collection, ETC.

CHECKOUTS:

- 1 You are required to present your library card in order to check out materials.
- 2 maximum limit = Five (5) - all books and videos
- 3 The loan period is two (2) weeks
- 4 Books may be renewed only one time. Renewals by phone are acceptable.
- 5 Teachers on the Navajo Nation may check out 10 books for two weeks.
- 6 Native American collection. **ONLY one (1)** book to be checked out per visit, per patron.

REFERENCE MATERIALS/SPECIAL COLLECTIONS

MATERIALS. Please ask one of the Library Staff.

- 1 Materials can be used **ONLY** in the library.
- 2 Materials may be copied at .25 cents a page.
- 3 Materials also include documents, back issues of the Navajo Times, magazines, etc.

MISCELLANEOUS QUESTIONS:

- 1 LOST BOOKS – Library staff will determine or negotiate current cost charged to library user to replace library materials when lost or irreparably damaged.
2. If you still have books out, you **will not** be allowed to check out more books nor will you be allowed to use the computer. All books must be returned before anymore materials are checked out.
3. If you owe fines for overdue or lost book(s), you will not be allowed to check out books and you will not be allowed to use computers.
3. Inter-library loan is available.

FAXING & Copying: Available to the public

Copying = .25 cents a page.
Faxing = 1.00 per page, including fax cover
Confirmation = Not available
Typewriters = Not available
Computer Printouts = .05 cents per page

BOOK DROP:

The library has two book drops available for the public's convenience; outside the Museum/Library building on the sidewalk, (on the Northwest corner).

CHILDREN: Anyone under the age of 12 years old:

Need your parents signature for :

1. **library membership card,**
2. **to use the computer**

PARENTS:

- 1 Please control your children and keep them quiet, others are using the library to study.
- 2 Please **DO NOT** leave your children unattended. This includes, dropping them off, whether it's in the library or outside in the parking lot. Library Staff are not responsible for any accidents, lost, or stolen items.
- 3 Any damages caused by any library user will be their responsibility to repair damages.

LIBRARY HOURS:

SUMMER HOURS:

Monday 8:00 a.m. – 5:00 p.m.
Tuesday – Friday 8:00 a.m. – 7:00 p.m.
Saturday 9:00 a.m. – 5:00 p.m.
Sunday and HOLIDAYS – CLOSED

COMPUTERS : Library Membership Card is Required.

1. **Internet Access: One hour usage per day.**
2. **We have 11 computers accessible for use by Library members.**
3. **Children under 12 years of age, MUST BE accompanied by their parents/guardian when using computer AT ALL TIMES. Time limit for all Children is 30 minutes.**

BOOK SEARCH:

Books can be located on the computer designated as the **BOOK SEARCH** computer.

NO FOOD AND DRINKS ALLOWED.

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