

Making your card go further



Use your SAPL card to access over 10 million items from over 300 libraries—for free! eBooks and other electronic content not included. Visit www.melibraries.ca to register your card.



The Alberta Library Card (TAL) gives you limited borrowing privileges at over 300 Alberta libraries!

Want to know more? Ask at the Customer Service Desk or visit www.sapl.ca.

Contact us

DOWNTOWN LIBRARY

Monday-Thursday 9 am-9 pm
Friday 9 am-6 pm
Saturday 9 am-5 pm
Sunday 1 pm-5 pm

St. Albert Place, 5 St. Anne Street
St. Albert, Alberta T8N 3Z9
Ph: 780-459-1530

JENSEN LAKES LIBRARY

Tuesday 1 pm-8 pm
Wednesday 10 am-5 pm
Thursday 1 pm-8 pm
Friday 11 am-6 pm
Saturday 10 am-5 pm
Sunday-Monday Closed

#1010, 880 St. Albert Trail
St. Albert, Alberta T8N 7V2
Ph: 780-544-0444

Telecirc: 780-459-2979
Email: sapl@sapl.ca

Welcome to St. Albert Public Library

Here for **you.** Here for **all.**

Your Library Account

St. Albert Public Library

Getting a card

Annual memberships are free for St. Albert residents.

To receive a unique permanent card, applicants for membership must:

- be 18 years old or have a parent present
- have proof of address
- present valid identification.

You must present your card at each check out or to access your record.

Annual memberships for **non-residents** are \$70.

Information collected for membership administration is collected under the authority of the Libraries Act and FOIP Act. This information will be used in the management and provision of library services.

We can borrow books from other libraries on your behalf, provided they are older items not in our catalogue. Please ask at the Information Desks or use the "Request Item" feature on **The Alberta Library Online** website (www.talonline.ca). You can have five active requests or items on loan from other libraries (known as interlibrary loans) at any one time.

Connect with the Library online:

- [stalbertpubliclibrary](https://www.facebook.com/stalbertpubliclibrary)
- [StAlbertLibrary](https://twitter.com/StAlbertLibrary)
- [stalbertlibrary](https://www.instagram.com/stalbertlibrary)

Register your card to manage your account online

- **Go to www.sapl.ca** and click on *My Account*. You will need to register your card the first time you log in.
- **At the Login page enter your full barcode with no spaces and the PIN number you were given when you got your card.** If you do not remember your PIN, please click on "Forgot your PIN" to reset it.
- **Choose a unique username** and confirm your contact information. You can now begin to manage your checked out items, holds and account information. You will be able to renew items, suspend or cancel holds and pay fines from *My Account*.

Log In

All library card holders have an online account. First Time Users - Enter your library card number (without spaces) and pin. You will then be asked to create a username, for future logins to access your library account and place holds.

Username or Barcode:

PIN:

Forgot your PIN?

Remember me on this device

Log In

Download the SAPL App for mobile access to your account.

If you need help with any of these services, please ask Library staff.

You and your Library card

Checking out items

Loan periods:

Separate loan periods may apply to popular items.

Book Club Kits	6 weeks
Books & Audio books	3 weeks
CDs, Magazines	3 weeks
Bestseller Express (limit of 2)	2 weeks
Television Series on DVD	2 weeks
Storytime and BEAR Kits	2 weeks
HEAT and Sphero Kits	2 weeks
DVDs, Blu-Ray and Video-games	1 week
Quick Flicks movies (limit of 6)	3 days

You can borrow:

Adults: 100 items/30 holds

Children: 25 items/10 holds

Young adults (13+): 40 items/15 holds

Separate borrowing limits apply to digital resources.

Holds:

- are held for seven days
- can be suspended if you are going away
- must be checked out with the card of the member who placed the hold.

Returning items

To know when your materials are due:

- save your due-date receipts
- check *My Account* via the library website

There are three bookdrops for returning items:

- Downtown: one inside St. Albert Place (available during library hours), and a second one at the back entrance to the Library, across from the Court House parking lot (24 hours).
- Jensen Lakes: in the vestibule (24 hours)

We email pre-overdue notices as a courtesy reminder only. In case of dispute we will use the print or email due-date slip.

If you return items after the due date you will incur the following charges:

Adult Books	.30/day	Max \$10
Adult Paperbacks	.30/day	Max \$5
Junior Books	.15/day	Max \$5
Junior Paperbacks	.15/day	Max \$2
All DVD/Blu-Ray/Quick Flicks	\$1/day	Max \$10
Videogames Storytime, HEAT, Sphero and BEAR kits	\$1/day	Max \$10
Bestseller Express	\$1/day	Max \$10
Junior DVD	.50/day	Max \$10
Music CDs	.50/day	Max \$5
Audiobooks/ Playaways	.50/day	Max \$5
Book Club Kits	\$3/day	Max \$30

We will send you a bill for replacement costs for any item that is overdue by 52 days. If you return the item, we will reduce the charges to the maximum overdue fee.

We will suspend borrowing privileges when debt equals or exceeds \$10. We may use a collection agency to collect debts of \$50 or more.

Renewing items

To keep an item longer you can:

- access *My Account* from the Library's website home page (www.sapl.ca) or call Telecirc at 780-459-2979
- renew at the Downtown or Jensen Lakes Library Customer Service desk
- renew at any terminal in the Library
- Use the SAPL mobile app.

There is a maximum of two renewals per item, except for:

Storytime, HEAT, Sphero or BEAR kits	One renewal
Bestseller Express books, Quick Flicks or Interlibrary loans	No renewal

Tips to avoid overdue fines

There are many ways to avoid overdue fines. Follow these tips to help you manage your borrowing.

- You can print a list of items borrowed and due dates whenever you check out items. Please make sure that everything is printed on your slip.
- Renew items from **any computer in the Library** as well as at the self-checks. You cannot renew items that have exceeded their renewal limits or that are on hold for another patron.
- Renew from **home** through *My Account* at www.sapl.ca. You will need your library barcode and PIN. After renewing, check your new due dates and your list of messages for items that did not renew. **You must renew items before midnight on the day they are due to avoid overdue fines.**
- Renew by **phone**. Call 780-459-2979 to access Telecirc. You will need your library barcode and PIN.
- If, at any time, you are unable to access your record, it is your responsibility to return the items to the Library for renewal.
- Use the **24-hour bookdrop**:
Downtown: at the Library's back door, off the Court House parking lot.
Jensen Lakes: in the vestibule.