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Des plaines library printing

The library will be closed for holidays 24, 25, 31 January and 1 January. We wish you all a very Happy Holiday and a Wonderful New Year! Skip to the main content Visit the Built-in Services desk located at the North Entrance to take hold and take advantage of many of our standard library services. All Details To keep our community safe, we follow Phase Four guidelines by limiting occupancy and observing strict social distancing. CUSTOMER HOURS 10 to 7 Mondays through Fridays 10 to 4 Saturdays 1 to 4 Weeks ENTERING YOUR BUILDING (and your children over two) MUST wear face masks everywhere in the library, and keep a social distance – please stay six feet away from others. Enter the building from the West Community Hallway (near the garage) and exit the North double sliding door (in the plaza). Please bring your library card - you can also put the card number on your phone. Hand sanitizer is widely available and we encourage you to use it when you enter and when you leave. If you don't feel well, please stay home! USING THE LIBRARY SAFELY Please brief your visit. Building occupancy is limited, so please come in, choose whatever you want from the collection, and take them home to enjoy! Computers are only available by appointment. Please call 847-376-2841 to schedule a time. You must have a Des Plaines Library card to order a computer at this time. Reference Services and Reader Advisors for all ages are available at the Information Desk by phone or in person. Seats in the newspaper and magazine area, terrace, study carrel, study room, meeting room, desk, and all other seats are not available. The play area is closed, including the Early Literacy area and poettree corner. Children's computers and iPads on the 2nd floor are currently unavailable. HELP KEEP EVERYONE HEALTHY Wash your hands Regularly! Bathrooms are available on the first, second and fourth floors. Return your belongings in the garage book drops. They're open 24/7. Be vigilant and keep a social distance of 6 feet everywhere in the building, but especially when browsing popular collections such as New Book and New Movie. Keep your kids with you at all times. If you need help finding ingredients, just ask us! WHAT WE DO TO KEEP YOU SAFE We regularly and frequently clean surfaces that are repeatedly touched, including self-inspection, door handles, elevator buttons, stair rails, and service desks. We quarantined all returns for three days. We have been supplying hand sanitizer and tissues throughout the building. We screen staff daily for covid-19 symptoms. In addition, we alternate staff in the service team wherever possible to avoid long periods of contact. Procedure COVID-19 Officially Due to the Covid-19 Pandemic, the Library will enforce the following rules of conduct until the Governor of the State of Illinois declares pandemic that is coming to an end: Everyone in the Library must wear a face mask. If customers are unable to wear masks for medical reasons, the Library will ende attempt to deliver materials to customers outside the building where possible. Everyone in the Library should practice a social distance of 6 feet from everyone else. Everyone in the Library should practice good hygiene, such as washing hands or cleaning hands. Everyone in the Library should refrain from using restricted areas as indicated. No one will enter the Library if they are sick. If someone shows signs of a recognized illness, such as sneezing or persistent coughing, they will be asked by Library personnel to leave the building and obliged to do so. Any other activity deemed contrary to public health as promulged by the Centers for Disease Control, the State of Illinois, Cook County or the City of Des Plaines in connection with the pandemic is prohibited. PRINTING FAQ SERVICE INFORMATION You can send print jobs from your home or device to your library! Access the services dppl.org/visit/printing-scanning-faxing.Once you have sent your documents for printing, contact the 4th floor Reference Desk at 847-376-2841 to let them know that you have sent the print job. They will print it out and you can pick it up at the 4th floor table. Des Plaines Public Access computers residents with DPPL cards can schedule appointments to use the computer on the fourth floor for 75 minutes per day. Call 847-376-2841 to schedule your time. Computer use is self-service. DPPL staff are currently unable to provide immediate assistance or instruction. The Study Room and other Study Room Study rooms, the youth Commons and the public study desk and carrel are not available at this time. Materials That Restore Drops garage book open 24/7. There is also a book return bin located in the lobby. Automatic book restore has not been turned on. Library fines will begin to increase again on September 1. Holding a self-service pick-up has resumed at the DPPL lobby. You can walk in and take your own grip once again. Interlibrary Loans Now another library in our consortium is open again, we can fill ill requests. Items coming from the school library may still be pending. Live Online Classes and Programs All your favorite DPPL programs and events for adults, teens, and children are now available in live and prerecorded online formats. Explore them all in dppl.org/calendar. Direct Help Referrals and Reader Advisor services for all ages are available at the Information Desk by phone or in person. Ebooks and other ematerials See all our e-resources on dppl.org/ebooks-more. You can use a smartphone, tablet, PC, Kindle, or even a smart TV (for movies and TV shows). Volunteering for our usual volunteer opportunities is is not available. When they reopen, they will be listed on the DPPL website in dppl.org/support-the-library/volunteer. Friends of Library Book Sale & Donation Shelves Sales Friends on the first floor is full and open to browsing and buying! They do not accept donations at this time. Tax Forms and AARP Tax Assistance You can find the form on dppl.org/resources/tax-forms and print from home. Alternatively you can call the Reference Desk at 847-376-2841 and they will tell you how we can arrange for you to take the tax form at the library. Currently, AARP only provides phone assistance for seniors who can apply online. Our Library Card and Account Assistant Help card in the library lobby are ready to help. You can also apply for a new library card or replacement online at dppl.org/patron-services/get-a-library-card, or help@dppl.org email with your card number if you need to renew the card or waive the fine. Center of Concern Senior Lunch Program this program is no longer held in the library. The Center for Concern operates food pickups for adults over the age of 60 every Wednesday outside The Center for Concern -1665 Elk Blvd in Des Plaines. Call Amanda at 847-823-0453 x 1013 by 10 AM the day before (Tuesday), to make an appointment. We strive to make our libraries, collections and services accessible to everyone in the community. If you need accommodation or accomodation, see below. Getting help in the library Our staff members will be happy to assist you if you need additional help while you are here. Adaptive or assistive equipment You can use only the following devices in the library: Zoom in with a color monitor (4th floor) Handheld magnifier (3rd and 4th floor public desk) Screen magnification software on a fourth-floor internet access computer. In addition, our catalog computer contains zoom features. See the Reference Staff (red desk) if you need assistance. Wheelchairs to get around the library The following items can be checked out of the library. The loan period is eight weeks. Portable magnifying glass (See Tech to Go display on the 3rd floor, near the Reader Service desk (green).) Our collection of large print collections We offer a wide range of large printed books. Find our large print collection on the 3rd floor. A staff at the Reader Service desk can help you find a title. You can browse our large print collection online. AudioBooks We have a good collection of audiobooks on CDs and Playaways on the 3rd floor. You can also download audiobooks to play on different devices. You can browse our audiobooks online. ILLINOIS State DISTANCE ASSISTANCE offers help through the National Library Service for Blind and Printed Persons (formerly known as Leap). Also, see Talking Book & Braille Service, Illinois Secretary of State's State's Gwen L., Reference Services Assistant Contacting directly with questions Currently, we only make one-hour computer appointments for Des Plaines Public Library cardholders. Where to find a computer Computer second floor for children up to 8th grade. CURRENTLY UNAVAILABLE. Fourth floor computers for older adults and teenagers. What you can do on a computer All of our computers offer things like: Microsoft Office Internet Access To printers Get help You will always find helpful staff to answer your questions about using our computers. You can also sign up for our regularly scheduled computer classes to learn more about popular software, the Internet, and more. Using our laptop Laptops are available for teens with the right ID to check out and use in the Third floor Teen Lounge. See the Teen guide page for more information. CURRENTLY UNAVAILABLE. Using WiFi with your device, you can use your mobile device to download free ebooks. You can even print wirelessly too! If you bring your own device for use in your library, please note that we: Cannot guarantee consistent speed, connection quality, or access. Unable to troubleshoot your computer or connection. Not responsible for damage, theft, or loss of any kind. We also expect that you will: Protect your own privacy and security while online Do nothing illegal or against library policies We have Nexus tablets, Kindles, Nooks, and other digital devices for you to use in libraries and to take home. Learn more. Then P. Contact directly with questions

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