

USING THE OCEANVIEW LIBRARY

The Ocean View Library is managed by the Library Committee, which meets on the first Tuesday of every month (except July and August) at 3:00 pm in the library. All residents are welcome to attend these meetings, to ask questions, and to make comments.

ORGANIZATION

The library contains over 2000 books, which are separated into several sections. The main room of the library is organized as follows clockwise around the room from the front door:

- **Checkout and Returns** – Please do not remove books from the Returns shelf.
- **OVAuth** – Books written by OceanView residents and staff.
- **New books** – Books added to the library in the past several months.
- **REF** - Reference books. These cannot be checked out.
- **LGPR** - Large Print books - biographies by subject, non-fiction by Dewey number, and fiction by author/title.
- **BIOG** - Biographies by name of the subject followed by author/title (duplicate name indicates autobiography).
- **Free Shelf** – Library discards, unwanted donations, and duplicates. Please take them and do not bring them back. This is NOT a place to discard your own books
- **NON-FICTION** - Non-fiction ordered by Dewey number. Single page summaries of the Dewey classification are posted in several places.
- **Newspapers** – Portland Press-Herald and New York Times - newspapers may not be removed from the library.
- **Magazines** – The rack contains the latest two or three issues. These may be borrowed without checkout, but should be returned in timely fashion.
- **Mass-market Paperbacks** - Standard-sized paperback fiction by author. These may be borrowed without checkout.
- **CD audio books and DVD movies**. These may be borrowed without checkout; please return them in timely fashion.
- **FICT** - Fiction by author/title.
- **MAINE** (in middle of room) – Books in which the characteristics of the State of Maine are a significant component - biographies by subject, fiction by author/title, and non-fiction by Dewey number.

CHECKOUT

All books except REF and mass-market paperbacks have checkout cards in the back. Books are due in one month and may not be renewed.

When you take a book from the library, please use the rubber due date stamp both on the card from the back of the book and on the card pocket (your reminder); then write your last name on the card and place the card in the Checkout box by the main door. Do NOT change the due date on the time stamp.

When you return a book, place it on the "RETURNS" shelf, which is just below the checkout box. Please do not re-shelve books.

OVER

MEDIA ROOM

The Media Room is to the far right from the main entrance. It contains:

- **Great Books**, and other lectures on CDs or DVDs covering various subjects. These may be borrowed without checkout but should be returned if not being actively used.
- **Workbench** of the Library Committee.
- **Donations** location on the workbench. Please read and heed the posted notice or the Donations section below.
- **Visual magnifier** to help any resident to read books or other documents.
- **Online catalog** for the library.
- **Windows computer and printer** for use by residents.

ONLINE CATALOG

Books in the OVAuth, LGPR, BIOG, MAINE, NON-FICTION, and FICT collections are listed in an online catalog. The catalog is accessible at the library in the media room, or on the OceanView Portal. It may also be accessed from any computer at <http://librarycat.org/lib/oceanview>

If you have problems or questions about the catalog, please ask Tony Federer (781-2678) for help.

DONATIONS

The OV Library does not have any funds to buy books, so we depend on donations by residents. Donated books may be left on the work bench in the media room. We also appreciate mass-market paperbacks, recent magazines, DVD movies, and audio books. BUT we will NOT keep items in the following categories, so you can save us some trouble by NOT donating them

DO NOT DONATE:

Fiction older than ten years, unless it is Large Print or a "classic"

Magazines older than two months

Biographies or autobiographies of "has-beens", "flash-in-the-pans", etc.

Travel guides, cookbooks, encyclopedias, and out-of-date books

Coffee-table books

Devotional books and self-help books

Special interest books and textbooks

Worn out, moldy, or water-damaged books, or books with broken bindings

Personal items, notebooks, booklets, pamphlets, and magazine collections

Music CDs, BlueRay discs, video tapes, and audio cassettes

Donations are not tax-deductible. **All donated books become the property of OceanView.** The OV Library Committee will determine whether a donated book will be added to the OV library collection, placed on the Free shelf, passed on elsewhere, or recycled.

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