# Welcome

to the Roxbury Free Library. With your new account you will find exciting services, opportunities, and information awaits you. The contents of this packet will guide you to the resources that are provided with your account. If you ever have a question about your account, or materials available at the RFL, please contact the library, we are here to help!

We strive to offer the most current and relevant collections for our patrons. If you ever have suggestions for materials you would like to see more of please contact us and let us know.

ROXBURY FREE LIBRARY
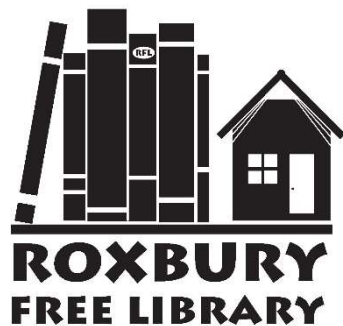
Roxbury Free Library

Accessing Us

Our website is the best place to start for accessing information about the RFL and our collection. You will find it to be a great resource for information about the library as well as the portal to our online catalog and your account. We do respond to email outside of our operating hours, but cannot guarantee how quick the response will be. We will get phone messages and respond to those only when the RFL is open. We prepare a monthly email newsletter about programs and services each month at the RFL. If you have an email account on your application you will be automatically enrolled in the newsletter contact list.

www.roxburyfreelibrary.org

https://www.facebook.com/ Roxbury-Free-Library

https://roxburyvt.aspendiscovery.org/?browseCategory=roxbury_new_fiction

Contact Information

Phone
- 802-485-6860

Email
- librarian@roxburyfreelibrary.org

Address
- Physical: 1491 Roxbury Rd.
- Mailing: PO Box 95
  - Roxbury, VT. 05669

Hours of Operation

Tues.	Wed.	Thur.	Sat.
• 10:00 - 6:00	• 8:00 - 11:00	• 2:00 - 5:00	• 10:00 - 3:00

Please note, we often change hours during the summer so watch for seasonal changes.

Accessing your Account   2V6SV000000 _ _ _

We are pleased to offer self-service options to your personal library account through our website and library catalog. To use the options click on the "**Get Started!**" button found on every page of our website. Alternatively, click "**Log in to Your Account"** in the upper right hand corner of the catalog page - (https://roxburyvt.aspendiscovery.org/?browseCategory=roxbury_new_fiction).

At this point you will be asked for your Login ID and Password. Your login ID will be your 14 digit account number, which can be found above. Your **default password** is your last name followed by the first letter of your first name; e.g., John Doe's password—"DoeJ". We recommend changing this default password the first time you login. To change your password click on the **"change my password"** link, enter your current password and then your new password and hit "submit" to save. Please note, you cannot change your login username ID. Once you are logged on there are many things you can do with your account.

What can you do with your account?

The **"your summary"** page will show items checked out, items on hold and any messages that the library may have for you. To renew all items that may be renewed simply click renew all or select renew on each line item. You may not be able to renew some items due to their being requested by other patrons or other renewal policies in place, like on inter library loans.

The **"your personal details"** page will show the information that the library has on your address, phone and email. To update this please contact the library staff. Every 2 years you will be asked to renew your account. We do this procedure simply to ensure we have up to date contact information for all of our patrons.

Under **"your reading history"** you will now be able to see your checkout history and the date the items were checked in at the library. This feature can be deactivated if you prefer.

Under **"your purchase suggestions"** there is a link to new purchase suggestions where you can request the library purchase an item not in the catalog. The library will then review the item to see if it will be purchased.

Under **"your messaging"** you can choose how the library communicates with you via email. You now have the option to receive emails when holds are filled, items are due, items are checked in/out as well as overdue notices. Simply click the boxes to select which emails you would like to receive and select how many days in advance you would like to be notified. You must have a valid email on file with us — please see us to have yours added. At this point we do not offer SMS messaging services *Note: Overdue notices are automatically sent and will not be stopped.*

Under **"your lists"** there is a link which allows you to keep your own private lists of items you wish to take action on in the future. Use this link to create a list name. Once you have created a list you can add items to it while searching the catalog. Simply click on **"save to lists"** in actions and choose which list.

While in the catalog you can also place items on hold by selecting **"place hold"** under the actions. Please note that you can only place items on hold at your home library, the RFL. Do not select the "next available" option for placing a hold. Talk to an RFL staff member about getting materials found at other libraries (or email RFL staff directly at librarian@roxburyfreelibrary.org).

In the catalog you can also save items to a cart. The cart function is simply a temporary gathering place to store items. You can then use this list to print, email or place a hold on the items. The cart will empty when you log out. You do not need to be logged in to use a cart.

Searching our catalog

You can access the RFL catalog for both our physical and electronic resources through our website. When you do a keyword search from the search box found on any page of our website you will be directed to our catalog interface. Conversely, you can bypass the website and go directly to the catalog page with this address - https://roxburyvt.aspendiscovery.org/?browseCategory=roxbury_new_fiction. The catalog provides you the ability to determine what materials we own and whether or not they are available for borrowing. Importantly, the catalog search from the RFL website will pull in results from all of the collections available with your RFL account, minus the Palace Project collection. The catalog provides you basic and advanced searching options to find the materials you are interested in. By default the search will pull from both the physical and digital RFL collections. You can limit the search results to include just materials you are interested in (e.g. print books, DVDs, ebooks, etc…). You will notice in the search field you can select from the other libraries that also belong to our consortium. If you find something another library owns and you would like to get that item, please contact the RFL staff to assist getting materials from the libraries in the consortium. If you ever have questions about using the search features please contact the RFL staff to assist you in locating specific materials.

Materials and Circulation procedures

Item Type	Borrowing Period
Books	3 weeks
Videos	1 week
Periodicals	3 weeks
Music	3 weeks
Audiobooks	3 weeks
Attraction Passes	2 days
Realia	Depends upon item (e.g., telescope, tablet, patterns etc...)
Inter Library Loans	Depends upon item, contact RFL staff to see about renewal)
E-materials	Depends upon item and platform (check your account)

Computer Resources

Computers	Wi Fi	Printing Services
• Public computers • Electronic Tablet for in-library use or to borrow.	• Available 24/7 • No password needed • Wireless printing available within the RFL	• Scanning is available at no charge. • Fax services are also available. • Copy & Printing cost is 0.15 cents per page.

Important RFL Policies

The Roxbury Free Library is overseen by a 5-person board of Trustees which is composed of publicly elected Roxbury residents. (See current RFL Trustee information here: https://roxburyfreelibrary.org/about/). The Trustees normally meet once a month and develop policy to provide the overall structure for the operations of the RFL. Below is a few of the most relevant policies directly related to you as a new patron. The larger RFL policy catalog can be found here (https://roxburyfreelibrary.org/policies/).

RFL Mission Statement

- Our mission is to develop and nourish the spirit and imagination of all individuals in our community and to enrich their knowledge and understanding. We will provide free access to library services, programs, resources, and information. Our vision is to keep our library relevant in a complex world.
(*as adopted 3/13/2025*)

Abbreviated Policy Summary

Collection Development Policy	COLL-004
Internet and Computer Acceptable Usage Policy	COLL-003
Unattended Minor Policy	OPER-003
Building Use Policy	OPER-004
By Laws	BYLA-003

So Much More than Just Books…

Don't be confused, the RFL offers access to a lot of great books; but there is also much more than just books on the shelves. We have hundreds of videos for adult and children alike. We offer games, puzzles, electronics, and more to be borrowed and taken home. Are you a crafter? We have a large selection of crafting patterns for you to borrow to use as templates at home on your own projects. Are you a history buff? We have a collection of Roxbury specific historical documents.

Attraction Passes

One of the cost-saving advantages your library account provides you is the ability to checkout from our collection of attraction passes. All attraction passes checkout for 2 days only so please plan accordingly. Below is a summary of the venues we have passes to offer you and a description of what the pass will provide.

Barre Granite Museum
- https://www.vtgranitemuseum.org/
- Free admission for a single party

BMAC
- http://www.brattleboromuseum.org/
- Free admission for all members of one household

ECHO
- http://echovermont.org/
- $4.00 admission for up to four people.

Shelburne Farms
- http://www.shelburnefarms.org/
- Free family admission (2 adults and children) to walking trails and Children's Farmyard, excludes property tours.

VT. Historic Sites
- http://historicsites.vermont.gov/
- Free entry into State Histroic Sites (up to 8 people in one vehicle)

VT. State Parks
- http://www.vtstateparks.com/
- Free entry into State Park day areas (up to 8 people in one vehicle)

VINS
- https://vinsweb.org/
- $5 admission for up to 4 people

Libby.

Getting started

Enjoy digital books, audiobooks, magazines, and more from your library.

(1)

Install Libby for Android, iOS, or Fire tablets from overdrive.com/apps/libby. Or, visit libbyapp.com in your Chrome, Firefox, Safari, or Edge browser.

(2)

In Libby, follow the prompts to find your library and sign in with a valid library card.

(3)

Browse your library's collection and borrow a book or audiobook or open a magazine.

(4)

Visit your **Shelf** to find your borrowed titles and the Magazine Rack.

On your **Shelf** you can:

- Tap **Read With…** to choose whether you'd like to open a book in Kindle (U.S. libraries only) or Libby.
- Tap **Open In Libby** or **Open Audiobook** to start reading or listening in the app.
- Tap **Manage Loan** to see options like **Renew Loan** and **Return Early**.
- Tap a magazine's cover on the Magazine Rack to start reading.

Happy reading!

Libby is made possible by your local library and built with 💕 by OverDrive. For more help with Libby, visit help.libbyapp.com.

OverDrive

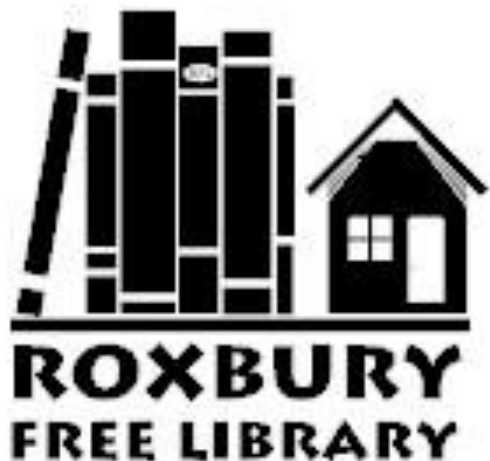# Borrow ebooks & audiobooks from
Roxbury Free Library

Libby.
The library reading app

Download on the App Store · GET IT ON Google Play

ROXBURY FREE LIBRARY

Can't download apps? You can still check out our digital collection.

https://gmlc.overdrive.com/

Getting started with Libby Extras

Use Libby to get free access to extra learning and entertainment resources through your library.

①

Install Libby for Android, iOS, or Fire tablets from overdrive.com/apps/libby. Or, visit libbyapp.com in your Chrome, Firefox, Safari, or Edge browser.

②

In Libby, follow the prompts to find your library and sign in with a valid library card.

③

From the library home screen, scroll down and tap the **Extras** header to see a list of providers.

④

Select a provider, then tap **Open**. You'll be taken out of Libby to learn more about the provider. Follow the prompts to get free access to their service.

A note about TV access: *Some video providers offer apps for smart TVs and streaming devices. If you create an account when accessing these providers through Libby, you can enjoy free access to their TV apps by signing in with that account. If a video provider doesn't offer a streaming app, you may be able to cast their content from your device to a TV instead; please consult your device help for casting instructions.*

Libby is made possible by your local library and built with 💕 by OverDrive.
For more help with Libby, visit help.libbyapp.com.

The Palace Project

ALL THE LIBRARY'S EBOOKS IN ONE SIMPLE APP

DOWNLOAD
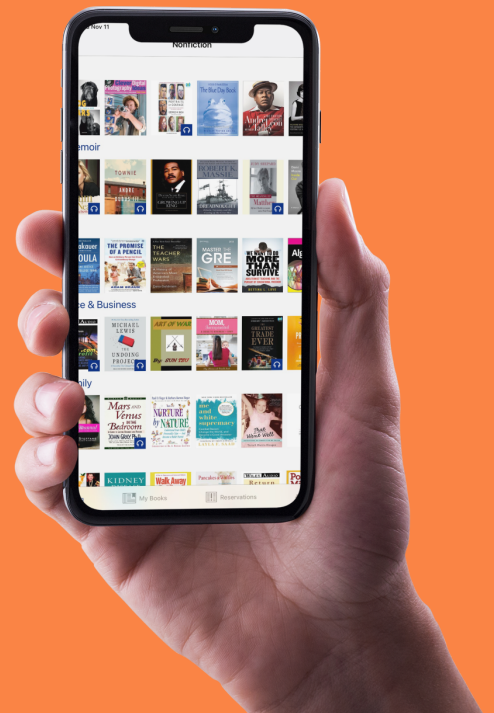the Palace app

BROWSE
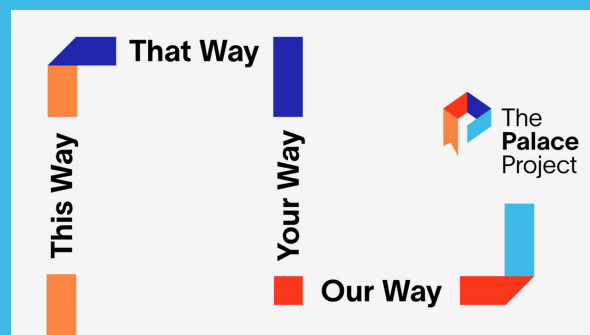titles from your library's
e-book platforms

READ
the ebooks in a single app

Download the free app today

GET IT ON
Google Play

Download on the
App Store

That Way

This Way

Your Way

Our Way

The Palace Project

How to download and stream free videos, music, audiobooks, comics, and eBooks on your mobile device or computer.

1. Register for a hoopla account by visiting **hoopladigital.com** or using the hoopla app on your iOS or Android mobile device. You will need to provide an email address, create a password, and have your library account information ready. Our free mobile app can be found in the Apple Store and the Google Play store.

2. Get started by selecting **Browse** on your computer or in the app, selecting a format icon (Music, Movies, Audiobooks, eBooks, Comics, and Television) that you would like to explore. You can also search for a specific title by clicking on the **Search** box or magnifying glass and typing in your title(s)/keyword.

3. To borrow a title, click on the title and then click the **Borrow** button. Your borrowed titles can be played right after borrowing, and found under the **My hoopla** tab for viewing/listening. Enjoy your selected titles!

4. Borrowed titles will be automatically returned when your lending period is over. There are no holds, wait lists, or late fees for any hoopla Instant title.

5. If you need additional help, visit the help section on our mobile app, or click on the Help link found at the bottom of **hoopladigital.com**.

hoopladigital.com

Download on the **App Store** GET IT ON **Google Play** **Chromecast**

Available on **Roku** Players & TVs amazon apps Available at **amazon** **amazon alexa**

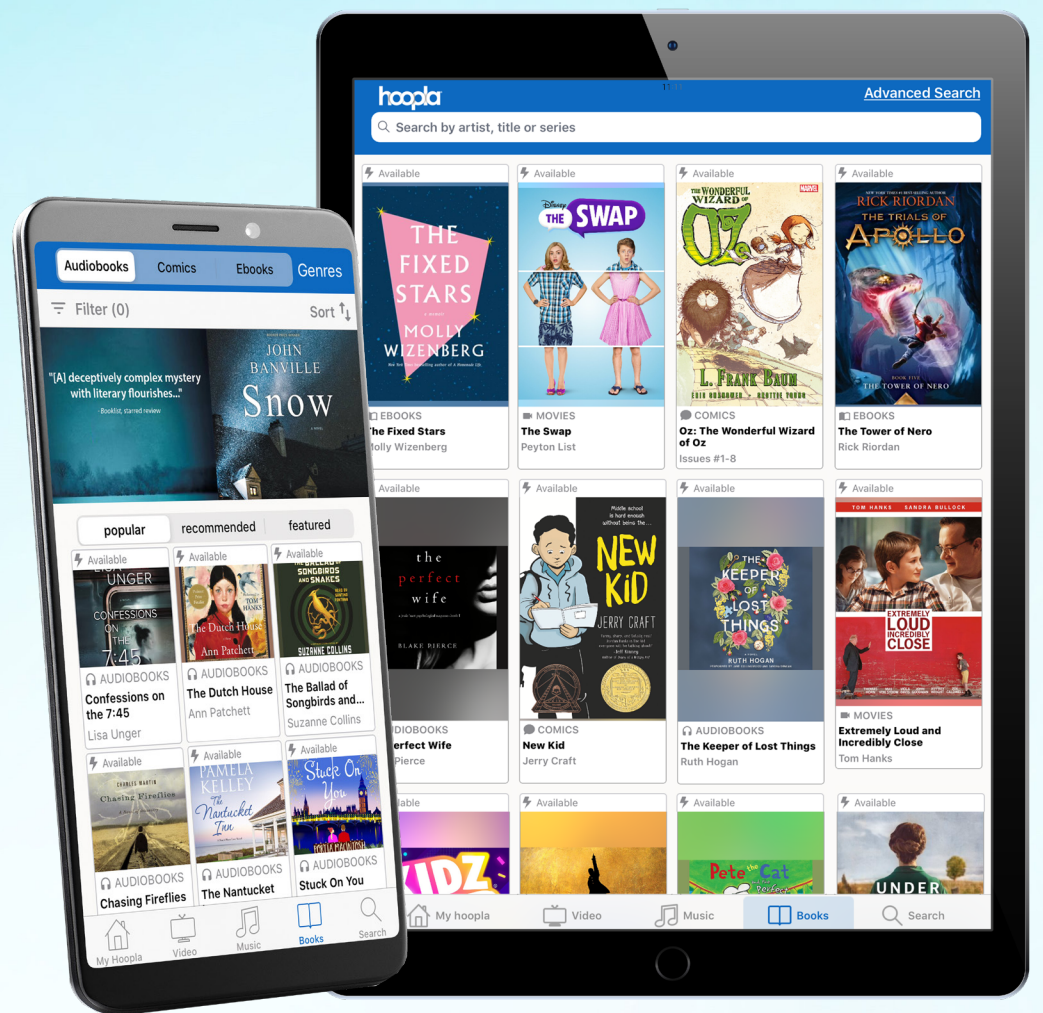facebook.com/hoopladigital
twitter.com/hoopladigital

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Our hoopla digital collection is getting bigger!

Not familiar with hoopla?

You can Read, Listen, and Watch more than 950,000 eBook, audiobook, comic, movie, music, or television titles.

Download hoopla from your favorite app store.

HOW TO hoopla: Two great ways to borrow from our Library's hoopla Collection!

NEW!

⟳ hoopla Flex

- Use up to ___ Borrows at a time
- Return one Flex ⟳ title to get another Flex Borrow
- Check out a Flex title marked "Available" or Place on Hold if it's currently checked out
- eBooks and Audiobooks Available

Available

EBOOKS
An American Marriage
Tayari Jones
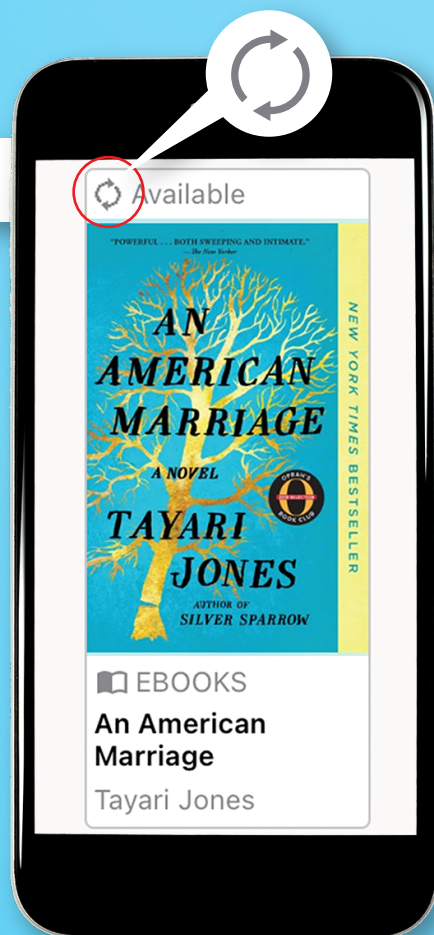
⚡ hoopla Instant

- Use up to ___ Borrows per month on any title marked as Instant ⚡
- eBooks, Audiobooks, Comics, Movies, Music, and Television

Available

EBOOKS
The Fixed Stars
Molly Wizenberg

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hoopla

hoopladigital.com

Tap into Discovery.
Instantly Read, Listen, and Watch
with Your Library Card.

Explore a world of Streaming Video with Kanopy

Movies | Documentaries | World Cinema | TV Series | More!

Stream the best in cinema for free with your Library card. Watch over 30,000 documentaries, popular films, international films, and learning videos, including selections from The Great Courses.

kanopy
stream smarter

GALE

ONLINE RESOURCES FOR
RFL Patrons

The **Vermont Online Library** provides reputable, reliable content through a partnership with Gale. Together, we can make an impact on education and economic growth by delivering essential content and user-friendly technology that empowers curious minds, turns research into results, and fosters lifelong learning.

GALE — ACADEMIC ONEFILE
Full-text, scholarly articles from the world's leading journals.

GALE IN CONTEXT — BIOGRAPHY
Multi-source content on key figures from history to present day.

GALE — BOOKS AND AUTHORS
A way to explore readers' advisory by topic, genre, and more.

GALE — CHILTON LIBRARY
Authoritative vehicle maintenance and repair guidance.

GALE IN CONTEXT — COLLEGE
Research topics and content aligned to college curriculum.

GALE IN CONTEXT — ELEMENTARY
Cross-curricular research and homework help for K–5 students.

GALE BUSINESS — ENTREPRENEURSHIP
Guidance on how to plan, fund, start, and manage a business.

GALE — GENERAL ONEFILE
Popular full-text general periodicals and magazines.

GALE — HEALTH AND WELLNESS
Health-focused magazines, reference content, videos, and more.

GALE IN CONTEXT — HIGH SCHOOL
Cross-curricular content to support research and critical-thinking skills.

GALE BUSINESS — INSIGHTS
News, reports, and statistics on companies and industries.

GALE — LEGALFORMS
State-specific legal documents on many topics.

GALE IN CONTEXT — MIDDLE SCHOOL
Research topics and content aligned to middle school curriculum.
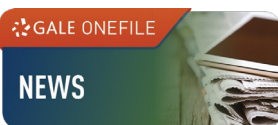
GALE ONEFILE — NEWS
Global newspapers, images, broadcasts, and transcripts.
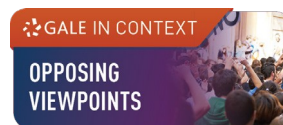
GALE IN CONTEXT — OPPOSING VIEWPOINTS
Insight and opinions on today's top social issues.

GALE IN CONTEXT — SCIENCE
Multi-source content and experiments on scientific topics.

GALE IN CONTEXT — U.S. HISTORY
A comprehensive overview of our nation's past.

GALE PRESENTS — udemy
Self-paced, on-demand video courses for the most in-demand skills.

See website for a complete list of resources.

INSTITUTE of Museum and Library SERVICES

Vermont Online Library

INTEGRATED COLLABORATION TOOLS
Easily access, share, and save content with learning management systems like Canvas or Schoology, Google Workspace for Education, and Microsoft 365.
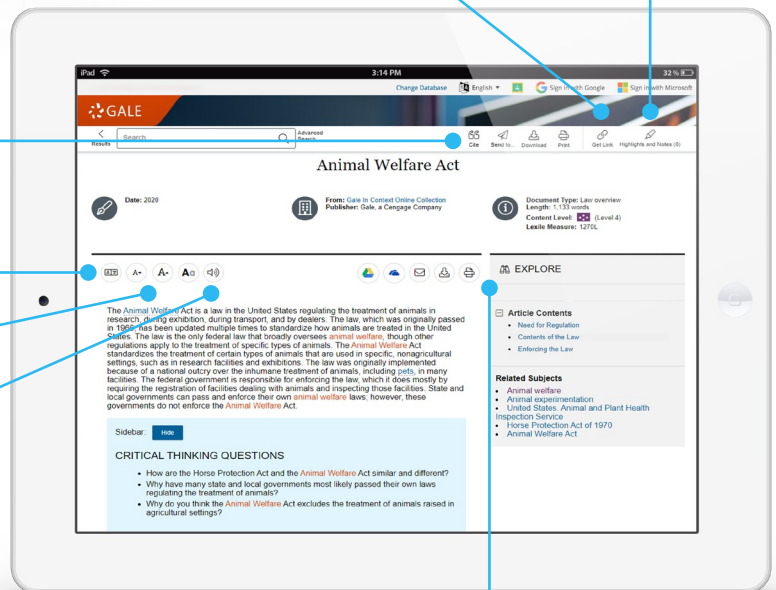
CONTEXTUAL TOOLBAR
Scrolls with users as they read and maintains easy access to valuable research aids.

SHARE LINK
Copy persistent URLs at the article level to embed in course syllabi, e-newsletters, LibGuides, etc.

HIGHLIGHTS & NOTES
Select and highlight text, add notes, and export so users can keep just the content they need.

Product screen captures as of August 2022. Actual interface may vary.

TOPIC FINDER
Encourages further exploration through visualizations that group commonly occurring themes to reveal connections.*

CITATION TOOLS
Automatically generate APA, MLA, Harvard, and Chicago citations and export to EasyBib, NoodleTools, ProCite, and more.

LANGUAGE TRANSLATION
Translate Gale content into 40+ languages on demand; some include audio as well.

CUSTOMIZABLE DISPLAY OPTIONS
Allows users to increase readability by selecting different text size, color, or font, including the OpenDyslexic font.

LISTEN
Make content more accessible with audio versions of any article, and download for anytime listening.

EXPLORE PANEL
Highlights "More Like This" recommendations and supporting information of value without detraction from core content.

SMARTER SEARCH RESULTS
Provides important evaluative information to support successful user outcomes and help users discover relevant content.

LMS INTEGRATION
Expand access and increase discovery at schools and academic institutions by allowing educators to access and embed Gale content within their learning management system (LMS).

Explore Support for Your Gale Resources

Access tools to manage, use, and share the value of your Gale resources.

- Webinars, training videos, resource guides, tip sheets, and more
- Marketing materials like customizable bookmarks, social media posts, email templates, and flyers
- MARC records, direct URLs, usage reporting and visualization, and technical documents

Plus, your Gale customer success manager is available to help you make an impact with your Gale resources.

DISCOVER MORE | support.gale.com/vol
gale.customersuccess@cengage.com

*This feature is available in select products.