

## what is the NovelBranch?

- NovelBranch is the newest library service point located in the Adelaide Metcalfe Township Office at 2340 Egremont Dr.
- This self-service location allows residents to browse, borrow, and return items right in their community
- RFID technology is used to know which books have been removed, and to automatically check them out on your account
- The NovelBranch is available Monday to Friday from 9am-4pm
- The unit will be stocked with a collection of 150 items for readers of any age and a variety of genres
- Find adult fiction, non-fiction, and paperbacks! There is also a selection of books for children and teens
- The NovelBranch collection will be constantly changing to offer users new titles and a greater variety



## using the kiosk

- Scan your library card or enter your library card number (ex. 06495000123123)
- Enter your PIN number. *Helpful tip: Your pin number is typically the last four digits of your phone number*
- The door will pop open
- Browse the collection—books can be picked up and looked at
- Place any books you do not want to borrow back on the self
- Select the books you want to borrow and close the door
- Once the door is closed your books will be automatically checked out on your library card
- You will be asked if you would like a printed receipt—you can select yes or no
- Remember to take your library card and your receipt with you

## returns

- Items borrowed from the kiosk can be returned to the dropbox inside the Adelaide Metcalfe Township Office or at any of Middlesex County Library's 15 branches.
- Library staff visit the kiosk weekly; please allow up to 7 days for items returned to the Adelaide Metcalfe location to be cleared from your account. Although they may show temporarily as overdue on your account, and may appear to accumulate fines, this will be cleared on check-in, as long as the item was returned on time.

## additional help

- If your library card will not open the kiosk or you do not know your PIN number, please call an open [library branch](#) for immediate assistance
- Hours and contact information for all branches can be found at [library.middlesex.ca/locations](http://library.middlesex.ca/locations)
- For other inquiries email [librarian@middlesex.ca](mailto:librarian@middlesex.ca) or call 519-245-8237 and leave a message.
- Please note that staff at the Adelaide Metcalfe office do not have access to users' library accounts and are unable to answer account related questions.