

Welcome to the Pony Express @ Appaloosa Library!

We're excited to welcome you to this new service from the Scottsdale Public Library.

This abbreviated library self-service allows you access inside the Appaloosa Library branch, without library staff present. You can independently browse and check out items, access public computers, use free Wi-Fi, fax and printing services during specified hours, which are:

Monday – Thursday from 10 a.m. – 2 p.m.

Friday – Saturday from 1 – 5 p.m.

Sunday – closed

It's important to note that this service is different from other library services. You will be navigating the building, the computers, finding items in the shelves, printing items, etc on your own. This may take some getting used to, and we have provided a map of the library, a shelf locator guide and FAQs to both prepare you for your visit and use while inside the building.

This service is not a great fit for every patron. Those who like to have the assistance of library staff to help find items on shelves, learn how to navigate online resources or need significant assistance may better benefit from visiting one of our other Library branches that is open to the public.



Before visiting, familiarize yourself with the Appaloosa Library by using the [directory map](#) of the building attached to this packet.

Next, look at the [shelf locator guide](#), also attached to this packet. This will help you find items inside the library once you have found the item in the library's catalog. We will have copies of this available inside the branch as well.

FAQ

1. Can I bring another adult in the library with me on my entry scan?

No, each person 18 years and older must register for Pony Express @ Appaloosa Library and scan their own library card before entering the building. Registered adults may bring minors in with them on their entry scan.

2. What do I do if the alarm sounds when I am leaving?

Please return to the self-check machine and pull up your list of checked out items. The alarm sounded because one or more of your items did not properly scan. Any items you are holding that are not on the list need to be rescanned so they show up on your account.

3. What if I need help when inside the Library?

For library assistance, call our help center at 480-312-7323 or use the help phone located inside the building. Check the directory for where to find that phone.

If you have a medical or other emergency, call 9-1-1 or use the emergency phone inside the building. Check the directory for where to find that phone.

Note: These phones directly connect you to help and cannot be used for other calls.

4. How do I find items inside the library?

You can use your phone or library computer to search the library's catalog to find the item you are interested in from ScottsdaleLibrary.org. Use the above directory to see where computers are located. All computers are available for you to use, and all have access to the catalog. The catalog searches all the Scottsdale Public Libraries, so make sure you look to see that the item is available and checked-in at the Appaloosa Branch.

5. How do I find an item on the shelf?

Once you've found an item in the online catalog, use the shelf locator guide to help you find the item. The online catalog will tell you the genre of the item you're looking for (Fiction, Westerns, Non-Fiction, Teens, etc. for books or Rock, Country, Jazz, etc. for music). Different items are organized in different ways. For example, non-fiction items are organized by number (remember the Dewey Decimal system?) and fiction items are alphabetized by author's last name. DVDs are alphabetized by title. You can find a list of how the different items are organized on the back of the shelf locator guide. All library computers are connected to the internet and will allow you to search the library catalog on ScottsdaleLibrary.org.

6. What if I can't find an item on the shelf?

There are a variety of reasons why a library item may not be where it should be. If you are unable to find an item on the shelf, you can place a hold on the item via My Account on ScottsdaleLibrary.org or contact our call center and they can place a hold for that item for you to pick up at the drive-thru window at a later date. Remember, library staff are not able to come onto the floor to assist you.

7. How do I check out items?

Once you are ready to leave, use our self-check machines at the front of the building to check your items out. You will need to know your library pin number in order to use these machines. If you are unsure of your pin number, call us: 480-312-7323.

8. Why are there cameras inside the library?

Security cameras have been added inside the Appaloosa Library and are both recording and live streaming during Pony Express operating hours. This is to allow for building security for both people and library assets. If you are not comfortable with cameras, the other Scottsdale Public Library buildings do not have cameras inside of them.

9. I have items to donate, where do I drop them off?

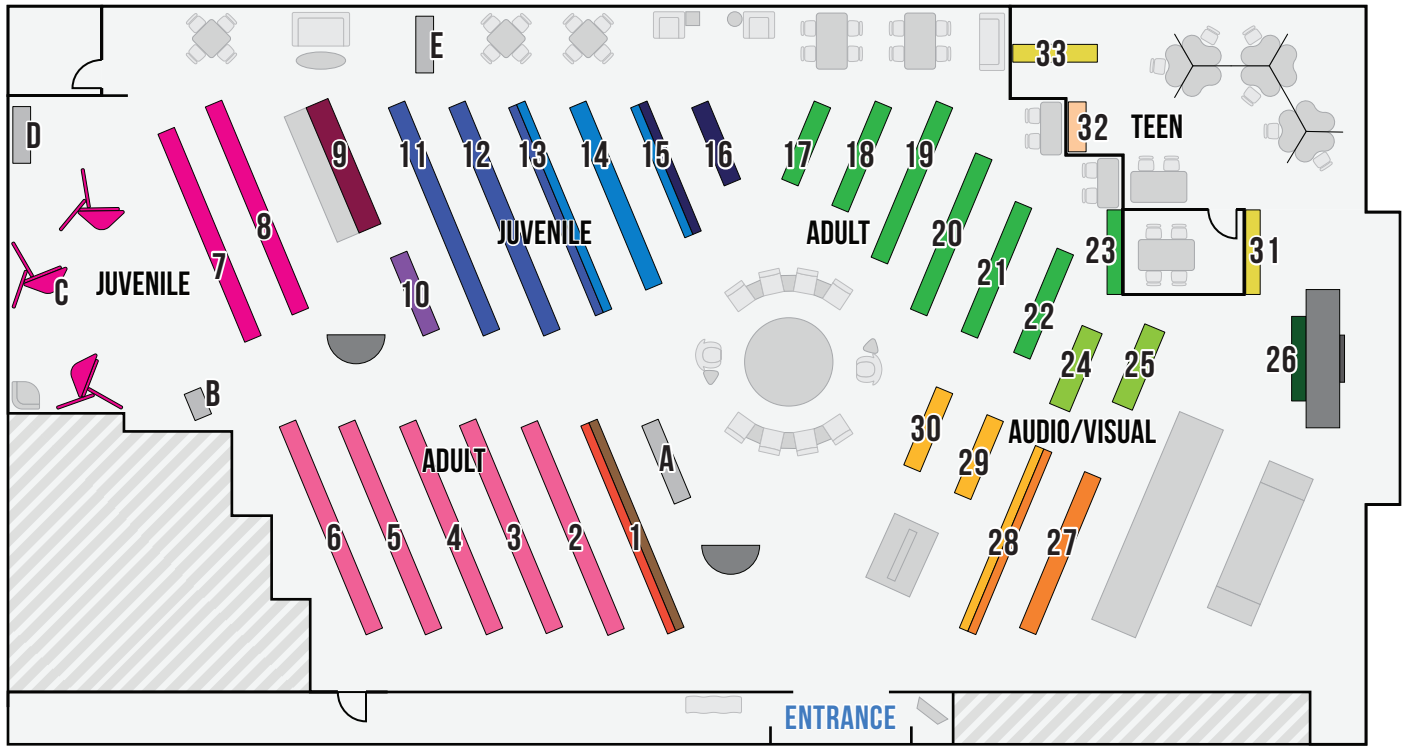
Thank you for considering donating your items to the library! If you have less than 25 items to donate, drop them off in the Donations Slot near the Appaloosa front door. If you have more than 25 items, you can drop them off at Civic Center Library.

For any questions, call our help center at 480-312-7323.



KEY

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|--|------------------|--|--------------------------|--|--------------------------------|--|-----------------|
| | MEN'S RESTROOM | | POLICE EMERGENCY PHONE | | LIBRARY CATALOG | | SELF CHECKOUT |
| | WOMEN'S RESTROOM | | HELP LINE | | ADA ACCESSIBLE LIBRARY CATALOG | | COMPUTERS |
| | FAMILY RESTROOM | | FIRE EXTINGUISHER | | VENDING MACHINE | | PRINT/COPY/SCAN |
| | EXITS | | AUTO. EXT. DEFIBRILLATOR | | KEYPAD | | FAX |



CATEGORIES

- NEW BOOKS
- 1 LARGE PRINT WESTERN
- 2 FICTION A-D
FICTION D-J
- 3 FICTION K-O
FICTION O-S
FICTION T-Z
- 4 MYSTERY A-C
MYSTERY C-L
MYSTERY M-Z
- 5 SCIENCE FICTION
GRAPHIC NOVELS
- 6 ROMANCE A-I
ROMANCE J-Z

- JUVENILE PICTURE BOOKS T-Z
- 7 JUVENILE PICTURE BOOKS Holiday
- JUVENILE PICTURE BOOKS M-S
- 8 JUVENILE PICTURE BOOKS G-M
JUVENILE PICTURE BOOKS A-G
- 9 JUVENILE REFERENCE BOOKS
- 10 JUVENILE READERS M-Z
JUVENILE READERS A-L
JUVENILE GRAPHIC NOVELS
- 11 JUVENILE FICTION S-Z
JUVENILE FICTION L-R
JUVENILE FICTION F-L
JUVENILE FICTION A-E
JUVENILE FICTION A
- 13 JUVENILE NONFICTION 911-999
JUVENILE NONFICTION 599-910
JUVENILE NONFICTION 520-599
- 14 JUVENILE NONFICTION Who Was Series
JUVENILE NONFICTION 000-519
- 15 JUVENILE BIOGRAPHIES
JUVENILE DVDS/BLU-RAY Fiction A-P
JUVENILE DVDS/BLU-RAY Fiction P-Z
- 16 JUVENILE DVDS Nonfiction
JUVENILE MUSIC & AUDIOBOOKS

- 17 NONFICTION 000-158
- NONFICTION 158-302
- 18 NONFICTION 302-337
- NONFICTION 338-392
- 19 NONFICTION 393-613
- NONFICTION 613-641
- 20 NONFICTION 641-658
NONFICTION 658-781
- 21 NONFICTION 781-813
NONFICTION 814-940
- 22 NONFICTION 940-999
BIOGRAPHIES A-M
- 23 BIOGRAPHIES M-Z

- 24 MUSIC CDS
- 25 MUSIC CDS
- 26 ADULT REFERENCE BOOKS
- AUDIOBOOKS W-Z
- 27 AUDIOBOOKS Nonfiction
AUDIOBOOKS Biographies
AUDIOBOOKS K-V
- TV SERIES
AUDIOBOOKS A-K
- 28 DVDS T-Z
BLU-RAY Fiction
DVDS/BLU-RAY Nonfiction
- 29 DVDS M-S
DVDS I-M
DVDS D-H
DVDS A-C
- 31 TEEN FICTION A-D
- TEEN MANGA
- 32 TEEN GRAPHIC NOVELS
- 33 TEEN FICTION E-M
TEEN FICTION M-Z

BOOK DISPLAYS

- NEW MUSIC, NEW AUDIOBOOKS,
- A NEW DVDS, MOST WANTED,
- LOCAL AUTHOR & FEATURED MATERIALS
- B - PHONIC READER BOOKS
- C - JUVENILE BOARD BOOKS
- D - STAFF PICKS FOR KIDS
- E - POPULAR CHAPTER BOOKS FOR KIDS

