

Holbrook Library FAQ

How do I obtain a library card?

You must present a valid military ID, dependent ID, or DoD CAC and complete a simple application. There is no cost for the card.

Does the library have DVD's and audiobooks?

The Holbrook Library has a collection of both DVD's and audiobooks (both recreational and educational) for both adults and children. Users may check out 7 DVD's for 7 days. New release DVD's are marked with a green dot, and only 1 new release DVD can be checked out per family at a time. Audiobook checkouts are for 2 weeks.

What is the policy for overdue materials?

Library overdue reports run automatically at 0001 every Wednesday. If an item is overdue, the patron will receive an email overdue notice. If the patron does not have an email on file, then the overdue notice is mailed via postage. When overdue items occur, patrons are automatically blocked from borrowing more materials and library privileges are suspended.

If a second overdue notice occurs, the patron or patron's sponsor's first sergeant is notified via email. The third and subsequent overdue notices are forwarded to the sponsor's first sergeant. Patrons must keep information current, or accounts will be deactivated. Materials are government property and must be returned based on the established loan period, and lost or damaged materials must be replaced. If your item is an Interlibrary Loan (ILL), then the materials are loaned based on the loaning library's policies.

Does the library have computers and internet services?

The library has computers for mission, educational support, and personal use. Downloading and installing of programs is not allowed. This is due to security, licensing, and virus considerations. Printing is free, but is limited to 10 sheets of paper per user to comply with the library's print policy. All patrons must have a valid identification card and library card in their possession.

Does the library provide copier or fax services?

No fax and copier services are currently offered through the Holbrook Library. There are fax services offered at the Base Exchange and Shoppette (for a fee). Airman Family and Readiness may offer limited copying services.

How I renew my materials?

Books and audiobooks can be renewed online through the [E-Catalog](#). You must renew your materials before they go overdue. Once the item is overdue, you must bring the item to the library for renewal. Most library materials have the option of renewal, and can be renewed in person, online, or by phone. The only exception is entertainment DVD's and CLEP/DANTES materials, which must be renewed in person (not online or by phone).

Does the library have interlibrary loan service?

Holbrook Library does provide ILL services to patrons. It usually takes about 5-7 days to receive materials from other libraries. A patron must have a Holbrook Library card and the account must be in good standing. ILL forms must be filled out at the library in person. Please call 605-385-1688 or stop into the library for more information about ILL.

Renewals of ILL materials must go through the ILL Coordinator at the Holbrook Library. We request a 7 day notice before the due date to renew ILL materials. We have no control over whether or not the lending library chooses to extend a due date for materials.

Do you have CLEP and DANTES materials?

These books are checked out for 2 weeks with the option to renew twice if no other patrons have the material on hold. In addition to these books, the general nonfiction collection of the library supports basic information covered within the test preparation guides. Also, there is access to a website that assists learners with test preparation – Peterson's online. The Peterson's website can be accessed in our Research area of the website.

What reference resources are available?

The library offers in-person reference services utilizing print resources and offers assistance in accessing online resources. Some databases can also be accessed from [home](#) as long as you have a library card. You can access databases through the online catalog under "Online Reference Resources."

Does the library have current best-sellers?

In addition to library purchases we carry a subscription to Baker & Taylor Books. This provides the library with a continually updated monthly selection of current titles for books, DVD's, and audiobooks.

What are e-books, and how do I sign up?

Overdrive, RBDigital and Hoopla provide free full-text access to over 6,000 online fiction and nonfiction books and magazines from your home or office computer after you sign up in the library.

Do you have children's programming?

Little Warriors Story Time is available at 1000 on Thursdays (except holidays and during the weeks of Christmas and New Year's).

Toddler Time is available at 1000 on Tuesdays.

The Summer Reading Program provides reading opportunities for patrons of all ages during June and July.

What newspapers and magazines are available?

The library receives weekly and monthly periodicals. Daily newspapers include the Rapid City Journal, and weekly newspapers include Air Force Times and Army Times.

Are tax forms available?

The library no longer carries Federal tax forms or tax publications. [This link](#) will direct you to the Internal Revenue Services (IRS) website, which includes downloadable tax forms. Staff members can assist in locating forms on the internet.

Who can use the library?

Active duty and their family members, retirees, DoD civilian employees, and contractors are permitted to use the library and all of its resources.

How many materials can I check out and for how long?

Books – 2 weeks, limited to 50 items

Audiobooks – 2 weeks, limited to 7 items

DVD's – 1 week, limited to 7 items

How do I place reservations or holds for items?

You can place most items on hold online, by phone, or in person. We will notify you by phone when the item(s) become available. The exception is entertainment DVD's, which can be placed on hold by phone or in person as long as it isn't a new item.

Are children welcome at the library?

Of course! However, for the safety of child patrons, children under the age of 10 must have adult supervision. There are books, games, and stuffed animals for children's amusement in the children's area. Children may also utilize Safari Land with adult supervision.

Can I use my cell phone at the library?

Cellular phones may be used in the Safari Land hallway or inside Safari Land and at reasonable levels of volume. Please do not use cellular phones while at the computers. However, special accommodations can be made if a patron needs to speak with customer service (for example) while online.