

## **Peabody Institute Library Circulation Policy**

Below is detailed information about the Library's Circulation policies. We hope that it will help you to better understand and fully utilize your Library privileges.

### **Access to Library Records**

You are entitled to view or update your library account information in person with positive identification in the library. The records of minors with their own cards are considered to be private to those persons. Parents or legal guardians who are responsible for a child's library materials may obtain records pertaining to overdue items, preferably in person with positive identification in the library.

### **Lending Information**

Your library card or valid identification must be presented to borrow materials. You are responsible for all materials borrowed on your library card. Your first library card is free. To replace a lost card, there is a charge of \$1.00. The library offers PIN Numbers, which give you access to your record online. Inquire at the Public Services Desk if you would like to obtain one. PIN Numbers cannot be issued over the phone.

### **Borrowing Periods and Limits**

- New Adult Fiction and Non-Fiction Books: 2 weeks
- Books, Books on CD, Books on Audio Tape, Magazines, Videos: 3 weeks
- Music CDs, DVDs and Children's Software: 1 week
- Reference books and current magazines do not circulate.

Borrowing limits per library card are as follows: four (4) DVD's per department; five (5) similar topic books; six (6) books on audio tapes; six (6) books on CD; one (1) Adult or YA software; four (4) Children's software, and three (3) Children's similar topic books. There are no quantity limits for Videos, Music CDs or any other type of materials

### **Renewals**

Books, Books on CD, Books on Audio Tapes, Videos and Magazines may be renewed twice (2) in person, by phone or online (PIN number needed). Music CDs may be renewed once (1) in person, by phone or online (PIN number needed). DVDs and items on the Reserve List (Holds) are not renewable. The borrowing period is extended for three (3) weeks or one (1) week, depending upon the type of item, from the date of renewal.

We can renew items belonging to NOBLE libraries. To renew Non-NOBLE items call the Public Services Desk at Extension 33. With assigned PIN Number, patrons are able to renew and place holds online.

### **Inter-Library Loans**

If you are interested in a book that we do not own or that is currently checked out, we can borrow the item for you from another library. To process an Inter-Library Loan, call the Public Services Desk at Extension 33.

### **Reserve Materials**

A Reserve (Hold) may be placed on any item not currently in the library. If a Reserve item is not picked up within (5) days, it will go to the next person on the Reserve list.

### **Fines**

Late materials (except museum passes) will be charged five cents (\$.05) per day, to a maximum of \$2.00 per item. Museum passes returned late will be charged an overdue charge of \$5.00/day. Any lost or damaged item must be paid in full. Peabody senior citizens (60+) are not charged for overdue Peabody items. Overdue items borrowed from other libraries will be charged according to each library's policy.