

# Materials Circulation Policy

The following borrowing limits are established to ensure optimal access to materials for all borrowers. As always, Library staff can use their discretion under certain circumstances to allow exceptions to these limits. However, the intent of this policy is to insure access to resources for the greatest number of patrons.

## **Adult/Teen/Children's Collection Limits:**

### **DVDs**

- Limit five (5) NEW per card & ten (10) old per card at the Main Library, four (4) NEW per card & six (6) old per card at the South & West Branch Libraries, one (1) week loan period, one (1) renewal if no holds

### **NEW Books**

- Limit five (5) per card with loan period of two (2) weeks, no renewals for first three (3) months

### **Children's WonderBooks**

- Limit five (5) per card with a loan period of three (3) weeks, no renewals

### **Speed Reads**

- Limit five (5) per card with a loan period of two (2) weeks, no renewals, no holds

### **Wifi Hotspots & Chromebooks**

- Limit one (1) per card with a loan period of two (2) weeks, one checkout per calendar month, no renewals, no holds

### **Library of Things**

- Limit five (5) per card with a loan period of two (2) weeks, no renewals, one reservation per item per month

## **Fines Policy**

- No late materials of any kind from Peabody collections will be charged overdue fines, regardless of location of checkout or return.
- Lost or damaged items must be paid in full, with a receipt issued at the time of payment. Upon presentation of the receipt within three (3) months of payment, a refund will be issued for materials found and returned in good condition.
- Overdue items borrowed from other libraries will be charged according to each library's policy.

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## **Payment of Fines:**

Circulation privileges will be suspended on library cards that have billed items, or fines at or above \$50.00, in accordance with NOBLE policies. To resume circulation privileges, billed items must be resolved, and fines must be paid down below \$50.

Patrons are encouraged, whenever possible, to pay all bills on their online account via credit card.

Personal checks may be accepted for *billed* items over fifty dollars (\$50.00) provided:

- The patron can produce a valid license or photo ID.
- The address on the check and the license are current.

Business checks are not acceptable. Checks should be payable to the Peabody Institute Library.

If any check is returned as unpaid, any and all costs associated with the returned check including the cost of billed items and fines for returned checks shall be attributed to the patron's library card.

When accepting personal checks, staff should write the following on the check:

- The form of ID shown.
- The barcode number(s) for the billed item(s).

Patrons shall pay overdue fines and lost item fees with cash, or via Credit Card by logging into their NOBLE account online. Patrons may either defer or make partial payment of overdue fines.

***As approved by the Board of Library Trustees the 3rd day of October, 2022.***