

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 ensure access to resources for the greatest number of patrons.

Adult/Teen/Children's Collection Limits:

Video Games

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

Wifi Hotspots & Chromebooks

- Limit one (1) per card with a loan period of two (2) weeks, one (1) checkout per 30 days, no renewals, no holds

Library of Things

- Limit two (2) per card with a loan period of two (2) weeks, no renewals, one (1) 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.

Payment of Fines:

Circulation privileges will be suspended on library cards that have billed items, in accordance with NOBLE policies. To resume circulation privileges, billed items must be resolved. 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.

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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 lost item fees with cash, or via credit card by logging into their NOBLE account online.

As approved by the Board of Library Trustees the 1st day of September, 2026