

LOAN PERIODS, LIMITS, RENEWALS AND HOLDS¹

The Hussey-Mayfield Library is a member of the Evergreen Indiana Library Consortium. The loan periods, limits, renewal options and holds policies are set by the consortium and will be used by the Hussey-Mayfield Library.

LOAN PERIODS

The Library loans materials in a variety of formats. Different formats may be checked out for different lengths of time. Due dates will not fall on any date the Library is closed.

LIMITS

Limits on the maximum number of total items allowed for checkout on one library card will be imposed. Similarly, a maximum number of items allowed for checkout of a particular format on one library card will be imposed.

RENEWALS OF MATERIALS

Customers may renew some formats of materials up to a pre-determined number of times if there are no holds on these items placed by another customer. If holds exist, the items may not be renewed.

Customers may request a longer circulation period on some items to accommodate personal needs, e.g. vacations.

HOLDS ON LIBRARY MATERIALS

In general, customers may place holds on items that are currently checked out to other customers or place holds from home/office via the Library website on items on the shelf in the Library. Customers are permitted a pre-determined number of holds at any one time. If the hold is placed on an item that is owned by another Evergreen Indiana library, the item will be sent to the Hussey-Mayfield Library via a courier and may take a week or longer to arrive.

Customers from other Evergreen Indiana libraries may not place holds on items from the Hussey-Mayfield Library's collection for the first 6 months an item is new to the Hussey-Mayfield Library. Similarly, Hussey-Mayfield Library customers may not place holds on any items that are new to other Evergreen Indiana libraries for the first 6 months the items are new in the other libraries' collections.

Hussey-Mayfield Library customers may not place holds via the online catalog on some audiovisual materials owned by other Evergreen Indiana libraries. Similarly, customers from other Evergreen Indiana libraries may not place holds on some audiovisual materials owned by the Hussey-Mayfield Library. Evergreen Indiana consortium members may check out any audiovisual materials from other Evergreen Indiana libraries if they visit the library in person.

EXCEPTIONS

When a customer's account exceeds a pre-determined maximum amount owed in fines, fees and replacement charges for lost materials, the customer's card will be blocked from being able to check out additional materials, including renewals, until the total charges on the account drop below this pre-set maximum amount.

¹ Information about lengths of loan periods, and renewal and hold limits is available at the Circulation Desks at the Library and on the Library's website.

When a customer's account reaches a pre-determined number of overdue items, the customer's card will be blocked from being able to check out additional materials, or renew currently checked out materials until the total number of overdue items on the account drops below this pre-set maximum amount.