



Circulation Policies

Library Cards

To borrow library materials, you must register for a library card or present a library card from the public library in the community where you reside. Patrons who have used a card already in another public library which is a member of the North of Boston Library Exchange ([NOBLE](#)) are already registered. To obtain a library card you must present identification showing your name and current address. Parents or guardians may show their I.D. when registering children. There is no minimum age limit and no requirement that children can read or write their name. Patrons who have come to the library without their card may borrow material by showing identification with their name and address. This does not apply to the Bookmobile where patrons **MUST** present their library card.

Your card may be used at other public libraries in Massachusetts and at some academic libraries. The Beverly Public Library honors library cards from other Massachusetts libraries.

There is no charge for your first library card. However, should you lose your card, you are responsible for all items checked out on your card up to the date that you report it missing. To replace a lost card you will need identification. There is a \$1.00 fee for a replacement card. Your right to privacy is respected by the Beverly Public Library and therefore we require that you use your own library card and we urge you not to let others use your card. We cannot discuss the details of your account over the phone nor share information with anyone requesting such information.

Loan Periods, Fines*, and Fees

Materials You May Borrow	Loan Period	Overdue Fines
Adult and Young Adult Books	3 Weeks	\$.05 a day (\$2.00 maximum per item)
Large Print Books	3 weeks	\$.05 a day (\$2.00 maximum per item)
Books on CD Books on Tape	3 weeks	\$.05 a day (\$2.00 maximum per item)
Magazines	3 weeks	\$.05 a day (\$2.00 maximum per item)
Music CDs	7 days	\$.05 a day (\$2.00 maximum per item)

32 ESSEX STREET, BEVERLY, MASSACHUSETTS 01915-4561 TEL: 978-921-6062 FAX: 978-922-8329 www.noblenet.org/beverly

LIBRARY DIRECTOR: PATRICIA B. CIRONE ASSISTANT DIRECTOR: ANNA LANGSTAFF TRUSTEES: KATHLEEN McMAHON JOHN M. KELLEY, PH.D. ANTHONY F. KLINE NEIL B. OLSON JOANNE PANUNZIO KEVIN O'REILLY ROSEANN M. BENSON ALYSE GAUSE TODD BALF

DVDs Videocassettes	7 days	\$.05 a day (\$2.00 maximum per item)
Museum Passes	1 day	\$5.00 a day (\$25.00 maximum per item)
Children's Books and Magazines	3 weeks	\$.02 a day (\$1.00 maximum per item)
Children's Videos and CDs	7 days	\$.02 a day (\$1.00 maximum per item)

*Other libraries may have different loan periods and fines.

If you accumulate \$30.00 or more in fines, you will not be allowed to access the Internet from the Library or check out additional materials.

Any lost item will incur a replacement charge equal to its original cost.

Renewals

We allow **two** renewals on each item with two exceptions: interlibrary loan items from outside the NOBLE network cannot be renewed nor can any item that has been reserved by another patron.

To renew in person, bring your library card to the circulation desk and a librarian will assist you.

To renew online, you must first have your library card and PIN handy. Then log on to your library account at <http://catalog.noblenet.org/patroninfo>.

Overdue Materials

If an item is returned after the loan period, the fine accumulates from the due date to the actual date that the item is checked in. Overdue notices are sent as a courtesy to patrons. Items that are returned with missing materials are generally renewed once and the patron is contacted and asked to return the missing material. Once the renewal period has ended, fines will begin accruing if the item remains incomplete.

Lost/Damaged Material

Patrons are responsible for all library materials checked out on their cards. If a patron loses a piece of a library item, such as a CD or video case, s/he will be required to pay a replacement cost. If a patron loses an entire library item, such as a book, s/he will be charged the replacement cost for that item. If library staff determines that an item has been damaged beyond repair and cannot circulate, the patron will be charged the replacement cost of that item.

Address/Phone Changes

Patrons should notify circulation staff anytime there is a change in address or telephone number. Contact information is used to notify patrons when requested materials are available and when items are overdue.