

Requests

Material Request

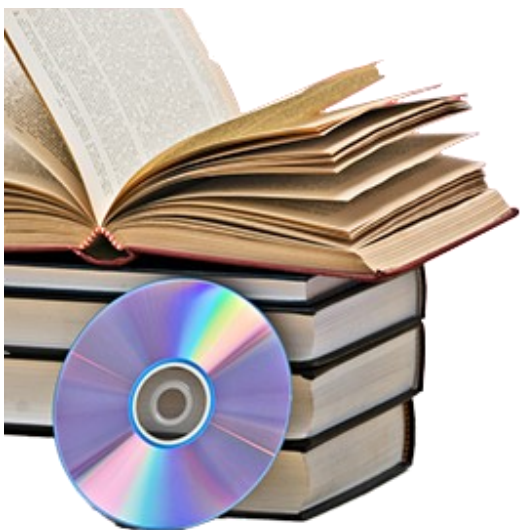
If you wish to request something that is not in our catalog, you can fill out the materials request form on our website or ask staff at the Information Desk.

If the item is purchased, a hold will be placed for you. If the item is not purchased, the request will be forwarded to Interlibrary Loan.

Interlibrary Loan

Patrons may borrow from other libraries. If we don't have exactly what you're looking for, our Interlibrary Loan service (ILL) enables us to borrow from other libraries to meet your needs.

Call (765) 747-8214 during library hours.



Locations and Hours

Carnegie Library

(765) 747-8208
301 E. Jackson Street
*Local History & Genealogy Collection
& Public Access Computers*

Mon.	Closed
Tues. through Fri.	Open 10am—5pm
Sat. & Sun.	Closed

Connection Corner

(765) 747-8216
1824 E. Centennial Avenue
*Technology Learning Center, Creative
Technology, Design Space, Public Access
Computers, & Notary Service**

Mon. through Thur.	Open 9am—6pm
Fri.— Sat.—Sun.	Closed

Kennedy Library

(765) 741-9727
1700 W. McGalliard Road
*Full Service Library & Public Access
Computers*

Mon. through Fri.	Open 10am—7pm
Sat.	Open 1—5pm
Sun.	Closed

Maring-Hunt Library

(765) 747-8200
2005 S. High Street
*Full Service Library, Public Access
Computers, Community Garden, Afterschool
Programs, & Notary Service**

Mon. through Fri.	Open 10am—7pm
Sat.	Open 1—5pm
Sun.	Closed

* Notary Service by appointment only. Call (765) 747-8216 for Connection Corner or (765) 747-8202 for Maring-Hunt Library.



Borrower Guide



Welcome to Muncie Public Library!

MPL is here to serve you.
A library card is never required to visit MPL
or to attend events, classes, or programs!

www.munciepubliclibrary.org

What Can You Check Out?

- Books, audiobooks, DVDs/CDs, Magazines
- Video games
- Wi-Fi hotspots
- Phantom Energy Finders
- Indiana State Museum Pass & Eiteljorg Museum Pass
- Laptop for in-library use
- eBooks, eAudiobooks, graphic novels, and more on **Hoopla & Libby!**
- Activity Kits for kids & adults



Loan Periods

Blockbuster	3 days
New fiction, nonfiction, & DVDs.....	14 days
Other fiction & nonfiction.....	28 days
Books on CD	28 days
CDs, games, & juvenile holiday books	7 days
Hotspots	14 days

Item requests—holds — are held for 7 days.

Borrowing limits vary by card type. Check with staff for information.

Digital Media

E-materials can be accessed using a card with borrowing privileges. Specific providers, item limitations, and loan periods vary depending on current subscriptions.

Download the app or visit the website:

- **Libby**—libbyapp.com
- **Hoopla**—hoopladigital.com

Alerts & Renewals

An email or text alert will include:

- Courtesy notices of upcoming due dates
- Overdue notices
- Notices that requested items are ready for pick up or cancelled

Need More Time With Your Items?

Renew! No more than four renewals per item are allowed.

The system will renew items automatically except for:

- Blockbuster DVDs
- Items with holds
- ILL items

Access your account online, in-person, or over the phone to check the status of renewed items.

Online Account Access

1. Visit www.munciepubliclibrary.org and click on **[My Account]**.
2. Enter in your library card number and PIN (Personal Identification Number). If you forget your PIN, ask staff at the Circulation Desk for assistance.
3. You will now be able to:
 - View list of items currently checked out
 - Request items
 - Place, freeze, or cancel holds
 - Pay fines and fees

Fines & Fees

There is a fine for items returned late or damaged. *See the complete list of Fines & Fees in the Operations Policies online.*

Internal checkout of laptops	\$1/hour
Hotspots	\$3/day
Games	\$1/day
Activity Kits	\$1/day
DVDs	10¢/day
Books & all other items	10¢/day
Indiana State Museum Pass	\$1/day
Eiteljorg Museum Pass	\$1/day
Interlibrary Loan	25¢/day
Interlibrary Loan not picked up	\$2/item

Replacement Library Card

First replacement card is *free*. Every card after that is \$1.

Damaged Items

Charged at cost to repair or replace material as listed in the MPL system.

Overdue Fees

If your fines are less than \$10 you can still check out items.

Collection Agency

We use a collection agency to retrieve overdue items and fees once your fines reach \$25 and higher.