

Online Account Access

How to Access Your Account Online:

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

Email & Text Alerts



Email and Text Message Alerts

When registering for a card, you will be asked to select to receive email or text message alerts from MPL.

Email & text message alerts will include:

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

Locations and Hours

Carnegie Library

(765) 747-8208
301 E. Jackson Street
Local History & Genealogy Collection & Computer Lab
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 & Notary Service
Mon. through Thur. Open 9am — 5pm
Fri.— Sat.—Sun. Closed

Kennedy Library

(765) 741-9727
1700 W. McGalliard Road
Full Service Library
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
Mon. through Fri. Open 10am—7pm
Sat. Open 1—5pm
Sun. Closed

Idea Studio @ Maring-Hunt

Creative Technology & Design Space
(765) 741-7337
Mon. through Fri. Open 1-5pm



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

Loan Periods & Renewals

Check Out or Loan Periods

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

E-materials can be accessed using a card with borrowing privileges.

Specific providers, item limitations, and loan periods vary depending on current subscriptions.

Item requests—holds — are held for 7 days.

Loan Limits

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

Need More Time? Renew!

- Items may be renewed online, in person, or over the phone at any location if there is no hold on the item.
- No more than four renewals per item are allowed.
- Blockbuster DVDs cannot be renewed.

Fines & Fees

There is a fine for items returned late or damaged.

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
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.

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

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

Materials 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.

