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## How to renew your books online

Access our catalog by going to  
<http://minerva.maine.edu>

Items may be renewed online if they are not already overdue or do not have a hold.

- Select the button 'Patron Record' at the bottom of the screen.
- Type in your name
- Type in your barcode #. This is the 14 digit number located on the back of your library card.
- Click on the 'Submit' button
- Select '## Items currently checked out'.
- Select the items you wish to renew by clicking on the checkbox next to the item.
- Click on the 'Renew Selected Items' button

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## How to request books online

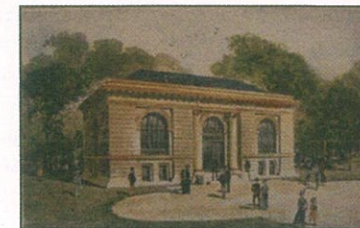
Access our catalog by going to  
<http://minerva.maine.edu>

- Search the catalog for the item you want
- At the top of the screen, click on the 'Request' button.
- Type in your name
- Type in your barcode #. This is the 14 digit number located on the back of your library card.
- Click on the 'Submit' button
- You should receive a message stating your request was successful and that your request will be delivered to **Old Town Public Library** when it is available.

**\*\*Revised 10/16/2023\*\***



## Old Town Public Library



46 Middle Street  
Old Town, Maine 04468  
Telephone: (207) 827-3972

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### Hours

Monday	10:00 a.m. to 7:00 p.m.
Tuesday	10:00 a.m. to 7:00 p.m.
Wednesday	10:00 a.m. to 5:00 p.m.
Thursday	10:00 a.m. to 5:00 p.m.
Friday	10:00 a.m. to 5:00 p.m.
Saturday	10:00 a.m. to 1:00 p.m.
Sunday	Closed

### Toddler Time

Monday & Thursday at 10:30 a.m.

### Lego Club

2nd & 4th Mondays  
(September through May)  
at 3:00 p.m.



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### Library Mission

The mission of the Old Town Public Library is to maintain and improve the quality of life for all citizens of our community by providing resources and programs that enhance and contribute to individual knowledge, enlightenment, and enjoyment in the most efficient manner possible. We especially recognize our responsibility to serve as a place for children to discover the joy of reading and the value of libraries. The Old Town Public Library is dedicated to making the City of Old Town a rewarding, attractive and pleasant place in which to live, visit and work.

### Who May Borrow

- All Old Town Residents.
- Old Town taxpayers.
- City of Old Town employees.
- Students attending schools in Old Town.
- Milford Residents with free voucher from Milford Town office.
- Members of the Penobscot Nation with free voucher from education office.
- Non-residents
  - ◆ \$20/6 months
  - ◆ \$40/1 year

### What you need to obtain a card

- Driver's License or official photo ID.
- Current proof of residence.
- Students - school ID for tuition students.
- Children 5-17 parent or guardian signature with ID.
- Milford Residents - voucher.
- Penobscot Nation members - voucher.

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### Teacher/Homeschool cards

Teachers and Homeschool parents may check out materials for six weeks. New arrivals, videos, music, and games check out for their normal circulation period.

### Non-Resident Card Fees

Non-resident card fees are good for the entire family that resides at the application card address. Each family member is eligible for a card.

6 month fee	\$20.00
1 year fee	\$40.00

### Circulation

Books	3 weeks
Audio books	3 weeks
DVD & Music CDs	3 weeks
Magazines	3 weeks
Interlibrary Loan	3 weeks
Games	3 weeks
Library of Things	1 week

### Amount you may check out

- 30 materials **total** may be checked out on an account.
- Patrons are limited to 8 DVDs (*only 3 new*), 15 Music CDs (*only 3 new*) per account, and 3 video games.

### Renewals

All items other than magazines and Library of Things kits may be renewed in person, by phone or online; unless a reserve has been placed by another user. You may have up to 2 renewals on the items except for ILLs which are only one.

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### Material Fees and Fines

#### Overdue Fines

Paperbacks	10 cents a day, caps @ \$4.00
Periodicals	10 cents a day, caps @ \$4.00
Juvenile books	10 cents a day, caps @ \$4.00
Adult books	10 cents a day, caps @ \$4.00
DVDs	\$1.00 a day, caps @ \$4.00
Audio books	\$1.00 a day, caps @ \$4.00
Music CDs	\$1.00 a day, caps @ \$4.00
Video games	\$1.00 a day, caps @ \$4.00
Library of Things	\$1.00 a day, caps @ \$4.00

#### Replacement Fees

The replacement cost is based on the price of the material at the time of purchase plus materials and labor. A patron may pay for a lost item, but if it is found and returned within 30 days a refund may be issued. After the 30 days no refund will be issued.

#### Replacement Card

If you need to have your library card replaced, the replacement fee is \$2.00.

#### Replacement Material Cases/Inserts

If you have lost or damaged a case for an audio, DVD, CD, or game, the replacement fee is \$3.00.

If you have lost or damaged an insert for an audio, DVD, CD, or game, the replacement fee is \$1.00.

#### Denial of Privileges

Any patron whose account has fines or fees over \$5.00 will be restricted from checking out additional materials or may not use the public access computers until the fines have been paid or a payment plan has been agreed upon.

Use of the library may be denied for due cause, such as loss of books or other materials, destruction of library property, and/or objectionable conduct.

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