

CANDLES Library Policy

In order to become a patron of the library, all borrowers must read the following library policy.

Creating a Patron Account

To become a patron of the CANDLES library, please complete the library patron application. The form is available online. You may also download the PDF version of the application and email it to library@candlesholocaustmuseum.org or mail the form to the museum. Please allow 1-3 business days upon receipt of the form for the museum staff to process the application. Once complete, you will receive an email from CANDLES staff, and then you can begin checking out books!

Borrower Responsibility

Borrowers are responsible for all materials charged to their account until they have been physically returned and checked in by CANDLES staff. In addition, it is the Borrower's responsibility to:

- contact the CANDLES library directly to update residential and email address changes;
- know when materials are due by checking their Patron user page at CANDLES.libib.com or contacting museum staff;
- renew materials on or before the due date; and
- exercise care in handling all library materials.

Borrowing Materials

All books may be checked out for four weeks (28 days). Each patron will be allowed up to four (4) items at a time.

In order to check out a book, go to CANDLES.libib.com and log in to your user profile page and place the book(s) of your choice on hold. The museum staff will automatically receive notice of this hold, process the request, mail the book(s) within 1-3 business days, and change the hold to checked out. This allows patrons the most reading time.

If the patron is not located in Terre Haute, the museum will ship the book. In return, the museum asks that the patron pays shipping costs and ships the book(s) back to the museum:

CANDLES Holocaust Museum and Education Center
Attn: Library
1532 South Third Street
Terre Haute, IN 47802

Renewal

There is a one-time renewal policy unless a hold has been placed on the book by another patron. In order to renew a book, log in to your patron user page and renew the book online. You may also email library@candleholocaustmuseum.org or contact the museum directly to request a renewal.

Notices

Patrons will receive an email reminder seven (7) days prior to due date. Patrons will also receive email reminders when the book is one (1) day and five (5) days late.

Overdue Materials

If a book is returned to the library late, patrons are required to make a monetary donation of any amount to the museum before library privileges are reestablished.

Lost or Damaged Materials

If a book is not returned, lost, or damaged beyond use, patrons must either replace the book or pay the replacement price of the book, and in addition the patron must make a monetary donation of any amount to the museum before library privileges are reestablished.

Monetary Donations

Monetary donations may be made to the museum library in the following ways:

Online: <https://candleholocaustmuseum.org/contribute/donate-online.html>

Phone: 812.234.7881

Mail:

CANDLES Holocaust Museum and Education Center
1532 South Third Street
Terre Haute, IN 47802

Inquiries

Please direct all inquiries to Trent Andrews or Leah Simpson by calling 812.234.7881 or emailing library@candleholocaustmuseum.org.

Thank you and happy reading!