

# **CIRCULATION POLICY**

## **Stipulations**

- Patrons must have a valid library card in hand or know their library card number to check out materials.
- If a person would like to check out and does not have their library card or know their number, the following information or identification will be acceptable: driver's license, social security card, school ID, immigration card, a picture ID, or knowledge of physical address.
- All library materials must be checked out on the borrower's card.
- The library has a policy for open borrowing privileges, allowing anyone regardless of age to select from any part of the library collection.
- It is the responsibility of parent(s)/guardian(s) to monitor their minor child's use of library materials.

## **Loan Periods**

- The loan period for books and audio books is three weeks. High demand materials may have a two week check out period.
- The loan period for Express Books is one week.
- The loan period for DVDs, cake pans, hotspots, games, and sports equipment is one week.
- The loan period for eReaders, puzzles, and periodicals is two weeks.
- The library staff may limit the number of books checked out on an author or subject.
- The loan period for Interlibrary Loans borrowed for our patrons is two weeks, though the time may be extended upon request.
- The loan period for Interlibrary Loans provided to other libraries is six weeks.
- Reference books remain in the library.

## **Limits**

- DVDs are limited to five per family.
- Vox books are limited to three per family.
- Games and sports equipment are limited to four items per family.
- Puzzles are limited to two per family.

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- Cardholders with fines or fees of \$10.00 or more ~~and/or overdue materials~~ may not check out library materials, equipment, study rooms or the Community Room.
- Families with fines or fees of \$10.00 or more ~~and/or overdue materials~~ may not check out library materials, equipment, study rooms or the Community Room.
- An individual or family's borrowing privileges may be limited or restored at the discretion of the library director. Long-term habitual abuse would be one reason to limit privileges.
- See the eReader and Hotspot Policies for specifics related to these devices.

### **Renewals**

- Unless there is a reserve on a material, the material may be renewed within the limits set forth below.
- On any material renewal, the new term starts on the day of renewal.
- Materials of all types (including puzzles) may be renewed no more than two times. This may be extended one additional time at the discretion of library staff.
- eReaders, Express Books, games, sports equipment, and hotspots may not be renewed.

### **Reserves**

- Reserves may be placed on all circulating items; excluding Express Books.
- A reserved item will be held for five working days following patron notification, with the exception of eReaders, hotspots, sports equipment, and games, which may be held up to two business days (M-F) following the date of notification.

### **Requests for Purchase**

- A patron may request an item for purchase if the material is not found in the library's collection.

### **Copyright Restrictions**

- Copyright laws limit videos to home use only viewing.
- It is illegal to duplicate any copyrighted book, magazine, CD, or DVD.

### **Overdues**

- Overdue notices may be sent on unreturned materials.