

LOAN PERIODS, LIMITS, RENEWALS & HOLDS

Policy No. 211

I. PURPOSE

The Warrenville Public Library District's collection of materials is intended for the shared use of the community. Loan periods and limits help to ensure that all cardholders have the opportunity to access these resources.

II. LOAN PERIODS & LIMITS

A. Loan Periods for WPLD Materials

<u>1 week</u>	<u>2 weeks</u>	<u>4 weeks</u>
DVDs	Mobile Devices	Books
	Thematic Kits	Music CDs
	Puzzles	Audiobooks
	Magazines	

B. Reference books, newspapers and current issues of periodicals do not circulate.

C. Loan periods and limits may be established for special collections or materials that are temporarily in high demand.

III. RENEWALS

A. All items may be renewed up to three times, in person, online or over the phone if the patron account is in good standing and there are no reserves on the item.

B. Overdue items may not be renewed online, but may be renewed in person or over the phone. Extended use fees will be charged at the time of renewal.

C. Each renewal period will be the same as the initial loan period.

IV. HOLD REQUESTS

A. WPLD cardholders may place requests for materials that are checked out or otherwise unavailable. Requests may be placed by patrons in person, online or over the phone.

B. Patrons will be notified by phone or eMail when the materials are available.

C. Material is held for 3 days.