

## Loan Periods and Loan Limits

### Policy Statement:

The library allows customers with a valid Herington Public Library Account in good standing to check out circulating materials for a defined period of time. The library establishes loan periods and limits on items in the library's collection in order to balance user needs and demands.

### Regulations:

#### Loan Periods and Limits:

Loan periods and limits may vary on different types of items based on popular demand and the number of items the library has in its collection.

Current loan periods, Limits and renewal options for materials are:

Items	Loan Periods	Checkout Limits	Renewals
Books (including fiction, nonfiction, new nonfiction, large type print, young adult, children's, oversized)	14 days	10 per card	Three
New Adult Fiction	7 days	5 per card	Twice
DVDs	7 days	3 per card	Three
Music CDs	14 days	20 per card	Three
Audio CDs	14 days	10 per card	Three
Newspapers	remain in library	remain in library	None
Magazines	14 days	10 per card	Three

#### Note:

- Longer checkout times & limits may be given upon request at the discretion of the librarian.

#### Renewals:

- \* Most circulating materials may be renewed twice. The renewal period is the same as the original loan period from the date the item is renewed.

- \* Items may be renewed by telephone or through the library's online catalog.

- \* Items reserved for other customers may not be renewed.

- \* Overdue charges that have accrued up until the time of renewal are charged to the account. Lost items may not be renewed.

#### Overdue Items:

- \* Overdue materials may be renewed if patron request that. Patron will be called about overdue items once they are one week overdue. Any materials with a two week overdue time will be sent a letter to inform patron that items must be returned in 30 days or their account will be charged for the amount the items cost.

#### Reserved Materials:

- \* Patrons may reserve materials in circulation but unavailable at time of request.

Patrons will be notified when the material becomes available and will be held for one week following notification.

#### Reference Materials:

- \* Reference materials do not circulate. Rare exceptions may be granted at the discretion of the librarian to loan materials for a few hours, overnight or a week at the most. Consideration may be given based according to demand, cost of the item and availability.

**Note:** Exceptions to Lending Policy are at the discretion of the librarian.

~ Adopted on 11-4-14 (Shelly Wirtz, Director)

~ Revised on 9-8-15 (Shelly Wirtz, Director)

*~ Revised on 3-14-17 (Shelly Wirtz, Director)*