



Loan of Library Materials

I. Loan Periods

- a. Interlibrary Loan (ILL) materials loan for various lengths of time, which is determined by the owning library.
- b. Noncirculating materials include newspapers, microfilm, yearbooks, and reference materials.
- c. Observe the following chart for all other library materials and loan periods.

| | |
|-------------------------------|---------|
| Books | 21 Days |
| Audiobooks | 21 Days |
| Digital Yearbooks | 21 Days |
| Video Games | 21 Days |
| DVDs (10+ Hour Runtime) | 14 Days |
| New Books | 14 Days |
| CDs | 14 Days |
| DVDs..... | 7 Days |
| BluRays..... | 7 Days |
| DVD/BluRay Combo..... | 7 Days |
| iPads..... | 7 Days |
| Magazines..... | 7 Days |
| Headphones | 1 Day |
| Kits/Equipment/Puzzles..... | 7 Days |

- d. No more than 100 materials may be checked out on one (1) card at any time.

II. Renewing Items

- a. If a customers' Library card is in good standing, renewals of materials can be made, as long as the material is not on hold/reserve for another customer.
- b. Options for renewal include:
 - i. In person at the Library

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- ii. Over the phone, talking directly with Circulation Staff
 - 1. Renewal requests made on the voicemail of the Library phone cannot be guaranteed.
 - iii. Through the online MORE catalog
 - iv. At the catalog computers in the Library
 - v. By calling 1-866-MYRENEW
 - c. All materials may be renewed twice, as long as there is not a hold/reserve on the material, which will block the renewal request.
 - d. Interlibrary Loan (ILL) materials
 - i. The Library is not authorized to renew another Library's material. Special permission to extend the loan period can only be given by the owning Library and only Interlibrary Loan staff may make this request.
 - ii. All requests for ILL renewals must be made no less than one (1) week before the due date to allow proper response time.
- III. Borrowing Limits**
 - a. The Library imposes a five (5) DVD maximum for locally owned DVDs per cardholder. This is to ensure a good browsing collection be available to other customers of the Library.
 - b. The Library reserves the right to place restrictions on the number of materials for subjects during class assignments, holiday books, or other high demand items.
- IV. Reserves/Holds**
 - a. Reserves/Holds may be placed on any circulation item owned by a MORE member library by a customer who has a Library card in good standing.
 - b. Options to place holds include:
 - i. In person at the Library
 - ii. Over the phone, talking directly with Circulation Staff
 - 1. Reserve/Hold requests made on the voicemail of the Library phone cannot be guaranteed.
 - iii. Through the online MORE catalog
 - iv. At the catalog computers in the Library
 - c. No more than 50 reserves/holds may be placed on any one (1) card at any time.
- V. Loan of Reference, Juvenile Reference, Professional, and Genealogy Materials**
 - a. These materials should always be available for use in the Library for both staff and customers. Loaning out these materials would be a rare occurrence. Special permission from the Director is needed for taking out any Reference, Juvenile Reference, Professional, or Genealogy materials. This will be handled on a case-by-case basis.
- VI. Access Restrictions**
 - a. The Library does not restrict customers under the age of 18 to certain collection or areas of the Library and Library staff cannot serve *in loco parentis*. In accordance with the American Library Association's statement "Free Access to Libraries for Minors" the Library maintains that parents/guardians have the right and responsibility to restrict access of their children – and only their children – to

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library resources. Parents/guardians who wish their children not to have access to certain materials should accompany or otherwise advise their children.

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