

**Loan of Library Materials**

1. **Loan Periods**
   1. Interlibrary Loan (ILL) materials loan for various lengths of time, which is determined by the owning library.
   2. Non-circulating materials include newspapers, microfilm, yearbooks, and reference materials.
   3. 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 High-Demand Books ………….………………………… 14 Days

CDs ………………………………………………….…………14 Days

A/V Materials……………………… …………………………..7 Days

iPads………………………..………….…………………………7 Days

Magazines………………………….…..…………………………7 Days

Tabletop Games…………………………………………………..7 Days

Equipment/Puzzles…………….…………………………….……7 Days

Kits……………………………………………………………….30 Days

1. **Renewing Items**
   1. If a patrons Library card is in good standing, renewals of materials can be made, as long as the material is not on hold/reserve for another patron.
   2. Options for renewal include:
      1. In person at the Library
      2. Over the phone, talking directly with Circulation Staff
         1. Renewal requests made on the voicemail of the Library phone cannot be guaranteed.
      3. Through the online MORE catalog
      4. At the catalog computers in the Library
      5. By calling 1-866-MYRENEW
   3. All materials may be renewed twice, as long as there is not a hold/reserve on the material, which will block the renewal request.
   4. Interlibrary Loan (ILL) materials
      1. 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.
      2. All requests for ILL renewals must be made no less than one (1) week before the due date to allow proper response time.
2. **Borrowing Limits**
   1. 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.
   2. 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.
   3. No more than one hundred (100) items can be checked out at one time.
3. **Reserves/Holds**
   1. 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.
   2. Options to place holds include:
      1. In person at the Library
      2. Over the phone, talking directly with Circulation Staff
         1. Reserve/Hold requests made on the voicemail of the Library phone cannot be guaranteed.
      3. Through the online MORE catalog
      4. At the catalog computer in the Library
   3. No more than fifty (50) reserves/holds may be placed on any one (1) card at any time.
4. **Loan of Reference, Juvenile Reference, Professional, and Genealogy Materials**
   1. These materials should always be available for use in the Library for both staff and patrons. Loaning out these materials would be a rare occurrence. Special permissions from the Director will be handled on a case-by-case basis.
5. **Access Restrictions**
   1. The Library does not restrict minors from any public area of the library and Library Staff will not serve *in loco parentis*. In accordance with the American Library Association’s statement “Free Access to Libraries for Minors”, the Library maintains that parents and guardians have the right and responsibility to restrict access of their children – and only their children – to library resources. Parents/guardians who wish their children not to have access to certain materials should accompany or otherwise advise their children.

History: Adopted 12-01-2006. Revised 10-01-2007, 12-16-2013, 09-14-2015, 05-11-2020