

## **Lending of Materials**

Library materials will circulate for 4 weeks/28 days with the exception of: DVDs and Blu-Rays which circulate for 1 week/7 days, and TV series, Hotspots, video games (including Switch), Launchpad tablets, and new adult books which circulate for 2 weeks/14 days. Reference books do not circulate except overnight with special permission from the staff person in charge.

All items except new adult books, Switch games, Launchpad tablets and hotspots may be renewed a maximum of 3 times with the renewal being the same length as the original loan period. New adult books, Switch games and Launchpad tablets may be renewed 1 time. Hotspots cannot be renewed.

Any one borrower's card is limited to borrowing a total of 50 items. Any one patron may check out a limit of 10 of the following formats: video games, books on CD, music CD's, DVDs, Blu-Rays, new books and magazine issues. TV series are limited to 6 per card (2 per series). Switch games are limited to 1 per card due to the small collection size. Storytime kits and read-along players are limited to 2 per card. As per policy 3-5, patrons are also limited to 20 holds at one time.

Holders of provisional cards will be limited to 2 items of any type at one time and will not be allowed to check out video games, including Switch games, hotspots, Interlibrary loans, adult reading kits, juvenile kits including storytime kits, and TV series.

Holders of educator cards are limited to 50 items from the juvenile and young adult print collections.

Responsible parties (parent/guardian who signs for a library card for a minor) will have their accounts blocked when the minor has long overdue items (30+ days) or owes over \$10.00. They will have to clear up the issue on the minor's account to use their account.

Effective April 17, 2014: a library card, state issued photo ID, driver's license, passport or military ID must be presented by existing cardholders in order to check out library materials. Responsible parties may show ID to utilize the accounts of the children they are responsible for. Unless presented through the library's mobile app, scanned library cards on smartphones or other devices will be accepted only in conjunction with a photo ID. Renewals do not require card or ID unless the customer requests title information.

Approved by the Library Board of Trustees 1/98; amended 10/99, 4/2000, 10/2002, 3/2003, 3/2004, 4/2005; 5/2006; 4/2008; 8/2009; 1/2010; 8/2010; 10/2010, 5/2011; 8/2013; 10/13;4/2014;5/15; 8/2016; 8/2019; 10/2021; 10/22)