

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

B. Reference books and newspapers 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 two times, in person, online or over the phone if the borrower's account is in good standing and there are no holds on the item.

B. Overdue items may not be renewed online, but may be renewed in person or over the phone.

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 members in person, online or over the phone.

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

C. Material is held for 7 days.

Policy Revision Log

Approved June 20, 2020, Effective July 1, 2020

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