

1.4 Circulation

Reserving and renewing material

Most Library materials may be reserved. There is no charge to put a reserve on an item. The patron will be notified by phone, email or text when a reserved item becomes available.

Reserved items are held at the Circulation Desk for seven days. An item on reserve, cannot be renewed.

Materials can be reserved or renewed in person, by telephone, and on the Internet.

A request for renewal of an Interlibrary loan item may be placed through the Adult Services Department.

Media	Loan Duration	Can be Reserved	Can be Renewed*	Late Fee	Material type limit
All print books not otherwise noted.	28 days	Yes	Yes	25 cents per day	
New Fiction Books	14 days	Yes	Yes	25 cents per day	
New Non-fiction Books	28 days	Yes	Yes	25 cents per day	
Recorded books	28 days	Yes	Yes	25 cents per day	Max 10
Music CDs	14 days	Yes	Yes	25 cents per day	Max 10
Video Games	7 days	Yes-local only	No	\$1 per day	Max 3
InterLibrary loans	varies	No	Varies	25 cents per day	
DVDs not otherwise noted	7 Days	Yes	Yes	\$1 per day	Max 10
New DVDs	7 Days	Yes-local only	No	\$1 per day	Max 10
TV Series DVDs	14 Days	Yes	Yes	\$1 per day	Max 10
Magazines	14 Days	No	Yes	25 cents per day	
Museum Passes	3 days	No	No	\$1 per day	Max 2
Launch Pads	7 days	No	No	\$1 per day	Max 1
Kits	14 days	No	No	\$1 per day	Max 1

* if not on reserve

* 2 times automatically

ADOPTED: January 26, 2022: History and background for this policy are located in the Office of the Director of the Library