

Hedberg Public Library
 A202 Loan Periods for Materials
 Board Policy
 Last update – June 2007

The Hedberg Public Library has as one of its main purposes the loaning of materials from the collections comprising the library. Loan periods vary according to the type of materials being borrowed and, in some cases, the category of patron borrowing them. Loan periods are designed to strike a balance between the need to allow reasonable time for materials borrowed to be used, and ensuring that as many patrons as possible have access to library materials.

Most materials are loaned for 21 days and may be renewed twice. Some items in high demand may not be renewed. The library director, with input from staff, will determine which items are renewable. Extensions to loan periods may be made by Checkout Desk staff, if it is their judgment that doing so will greatly increase the satisfaction of a particular customer without inconveniencing others. For example, upon request, the loan period on a book that has a reserve list may be extended a few days.

<u>Adult Materials</u>	
Books	21 days
Circulating magazines	21 days
Pamphlets, maps	21 days
Audiobooks and music CDs	21 days
CD ROMs, Video and DVD kits	21 days
Videotapes, DVDs	7 days
Jackpot items	7 days
<u>Juvenile/Young Adult Materials</u>	
Books	21 days
Circulating magazines	21 days
Audiobooks and music CDs	21 days
Kits	21 days
Toys/games/holiday materials	21 days
CD ROMs	21 days
Videotapes, DVDs	7 days

Other Materials:

Materials for Hedberg @ Home patrons	28 days for most materials which includes delivery and pick up time
Extension Sites	35 days for most materials which includes delivery and pick up time
Materials for School Card Holders	42 days for most materials

Renewals

Most HPL items designated renewable may be renewed twice for a loan period equal to the length of the original loan period. “New materials” may be renewed once. Items which have been reserved by another patron cannot be renewed. “Jackpot” materials cannot be renewed.

Interlibrary Loan Materials

Materials are obtained from other libraries for use by our patrons. The library from which the material was borrowed determines how long materials may be kept. HPL subtracts from the loan period the time necessary to return materials to the owning library when establishing the date on which materials borrowed on interlibrary loan must be returned to HPL by patrons. Materials borrowed via interlibrary loan are renewable only if lending library agrees to extend the loan period.

Circulation Materials

The library director, with input from staff, will set limits on the numbers of items any cardholder may check out at any one time.