Warren-Newport Public Library District

Lake County, Illinois

Board of Trustees

Policy 3020

Circulation

Adopted: December 8, 1981

Reviewed/Revised: February 11, 1992; April 13, 1993; August 9, 1994; December 8, 1996; February 10, 1998; March 14, 2000; April 10, 2001; March 14, 2006; June 1, 2006; April 21, 2009; March 16, 2010; March 20, 2012; April 17, 2012; September 18, 2012; November 20, 2012; February 19,2013; February 18, 2014; June 17, 2014; August 16, 2016; February 20, 2018; July 21, 2020; June 21, 2022; August 16, 2022; July 18, 2023; November 21, 2023; April 16, 2024; November 18, 2025

ARTICLE 1. LOAN PERIODS

Seven (7) Day Materials

Seven-Day WiFi Hotspots

Twenty-one (21) Day Materials

Print and AV materials, including magazines and video games

Library of Things collection

Forty-two (42) Day Materials

Book Club Kits

ARTICLE 2. RENEWAL OF MATERIALS

Items checked out will automatically be renewed three (3) days before the due date for up to three (3) renewal periods. The renewal happens automatically and there is no action patrons need to take.

Items cannot be automatically renewed if:

- the item is on hold for another patron;
- the three (3) renewal limit has been reached;
- the patron account is blocked; or
- the item is non-renewable.

The following items are non-renewable: Hot Picks, Library of Things, Seven (7) Day WiFi Hotspots, Book Club Kits.

ARTICLE 3. CIRCULATION LIMITS

Maximum **total** number of items that may be checked out on a card is one hundred (100).

Circulation limits by format:

Seven day WiFi Hotspots ..... One (1)
Rokus ..... One (1)

Reference collections are for in-library use only and may not be checked out. Policy 3025 Interlibrary Loan explains the borrowing limitations for interlibrary loan material.

ARTICLE 4. RESERVING MATERIALS

Section 4.01 Reserves and Notifications

When an eligible item in the circulating collection of WNPLD is not immediately available to check out, a patron may reserve the item. When the reserved item is available for the patron who has placed the reserve, WNPL will notify the patron.

Section 4.02 Hold Period for Reserve Material

Upon notification, the reserved material will be held for the patron for a period of seven (7) days. If the patron does not pick up the material within seven (7) days, the reserve will be cancelled, and the material will be placed back into general circulation. If another patron is waiting for the material, the next patron on the list will be notified that the item is available.

Section 4.03 Residency

Any Illinois public library cardholder in good standing can reserve materials. Warren-Newport Public Library (WNPL) cardholders are given priority access to WNPL materials over other cardholders.

Section 4.04 Non-reservable Materials

Hot Picks books, Seven (7) Day WiFi Hotspots may not be reserved.