

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

ARTICLE 1. LOAN PERIODS

Section 1.01 Main Library Materials

Hot Flicks DVD/Blu-ray	Seven (7) days
Adult feature film DVD/Blu-ray	Seven (7) days
Juvenile fiction DVD/Blu-ray	Seven (7) days
Hot Picks books	Seven (7) days
Magazines	Seven (7) days
Video games	Seven (7) days
Umbrellas	Seven (7) days
WiFi Hot-spots	Seven (7) days
Adult Television Series DVD/Blu-ray	Fourteen (14) days
Adult Non-Fiction DVD/Blu-ray	Fourteen (14) days
Juvenile Non-Fiction DVD/Blu-ray	Fourteen (14) days
Telescopes	Fourteen (14) days
Launchpads	Fourteen (14) days
Book Club Kits	Forty-two (42) days
All other print and AV materials	Twenty-one (21) days

Section 1.02 Bookmobile Materials

DVD/Blu-ray	Fourteen (14) days
Magazines	Fourteen (14) days
All other materials	Twenty-eight (28) days

ARTICLE 2. RENEWAL OF MATERIALS

Any material with a hold placed on it may not be renewed. Hot Picks books, Hot Flicks DVD/Blu-ray, telescopes, umbrellas, Launchpads, and Book Club Kits may **not** be renewed. All other materials may be renewed three (3) times.

ARTICLE 3. CIRCULATION LIMITS

Maximum **total** number of items that may be checked out on a card Fifty (50)

Circulation limits by format:

Hot Flicks DVD/Blu-rayFive (5)

All other DVD/Blu-ray Twenty (20)

Video gamesFive (5)

TelescopesOne (1)

UmbrellasOne (1)

Book Club KitsOne (1)

LaunchpadsOne (1)

WiFi Hot-spotsOne (1)

In order to check out a telescope, you must be at least eighteen (18) years old and have a Warren-Newport Public Library (WNPL) card in good standing.

Reference collections are for in-library use only and may not be checked out.

ARTICLE 4. INTERLIBRARY LOAN

Section 4.01 Interlibrary Loan Service

When a resident cardholder of the Warren-Newport Public Library District (WNPLD) requests material that is not available at WNPL, we ask other libraries to provide it. This service is called interlibrary loan.

Section 4.02 Loan Period and Borrowing Privileges

The circulation period of materials borrowed through interlibrary loan is determined by the lending library, not by WNPLD. If any library repeatedly does not return materials borrowed through interlibrary loan until after the due date, that library can lose the privilege of borrowing materials in that way for any of its patrons. It is crucial, therefore, that materials borrowed through interlibrary loan be returned in a timely manner. Any patron who repeatedly fails to return interlibrary loan materials on time may lose the privilege of borrowing materials through interlibrary loan.

ARTICLE 5. RESERVING MATERIALS

Section 5.01 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, the Library will notify the patron. When the Library notifies the patron via telephone, the specific title of the material will not be stated to anyone other than the patron who placed the reserve. If the patron is not available when the Library calls, a message stating only that an item the patron requested is available will be left. The Library will leave only one message regarding the availability of a specific item. Relay of the message to the

appropriate person in the household and prompt pick-up of the material are the responsibilities of the patron.

Section 5.02 Hold Period for Reserve Material

The date of the message will be noted, and the material will be held for the patron for a period of six (6) days. If the patron does not pick up the material within six (6) days, the reserve will be cancelled and the material will be placed back into general circulation, unless one or more other patrons have reserved the material. If another patron is waiting for the material, the next patron on the list will be notified that the item is available.

Section 5.03 Reserve Limits

The maximum number of items that a WNPL cardholder may have on reserve at any one time on a WNPLD card is forty (40).

Section 5.04 Residency

Only holders of WNPLD cards may place reserves on library materials.

Section 5.05 Non-reservable Materials

Hot Picks books, Hot Flicks DVD/Blu-ray, and umbrellas may not be reserved.

Section 5.06 Bookmobile Collection

Materials labeled as NEW in the Bookmobile Collection may not be reserved. Once the material is no longer designated as NEW, it may be reserved.

