

# ***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

#### **ARTICLE 1. LOAN PERIODS**

##### **Seven (7) Day Materials**

Hot Flicks DVD/Blu-ray  
Hot Picks books  
Seven-Day WiFi Hotspots

##### **Twenty-one (21) Day Materials**

All other print and AV materials, including magazines and video games  
All other WiFi Hotspots

##### **Forty-two (42) Day Materials**

Book Club Kits

##### **Library of Things**

Items in this collection have varying checkout periods depending on the item.

Equipment is used at the sole risk of the borrower. The Library makes no representation or warranty as to the items' fitness for use or condition. Borrowers are responsible for reading and abiding by all manufacturers' recommendations, warnings, and instructions for use.

Equipment must be returned to the Warren-Newport District Circulation desk or Bookmobile only. Items must be returned intact, clean, in working order, and complete (including all accessories, parts, manuals, and packaging provided when borrowed.) As with all library materials, borrowers are responsible for the care of the item and any supplemental materials. If any of the Library's property is lost or damaged, borrowers agree to provide the cost of a repair or replacement.

Some items are only available for checkout by patrons 18 years or older.

The Library reserves the right to take equipment out of circulation temporarily to support a library program or for repair or maintenance.

The Library may limit the number of repeat loans of a specific item to one household in the interest of ensuring fair access for all library patrons.

## **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, Hot Flicks, Seven (7) Day WiFi Hotspots, Book Club Kits, and any items marked with a HOT sticker.

## **ARTICLE 3. CIRCULATION LIMITS**

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

Circulation limits by format:

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, the Library 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 have priority of WNPL materials over other cardholders.

**Section 4.04   Non-reservable Materials**

Hot Picks books, Hot Flicks, Seven (7) Day WiFi Hotspots, and items marked with a HOT sticker may not be reserved.

**Section 4.05            Mobile Services Collection**

The Mobile Services collection is non-reservable.

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