

Circulation of Library Materials Policy

Loan Periods

The following loan periods, limits and fines apply.

Library Material	Loan Period	Renewal Periods	Limit per Household	Limit per Account
Books	2 weeks	3		
Magazines	2 weeks	3		
Audio Books	2 weeks	3		
DVD	7 days	3		4
ILL	Varies	Varies		2
Steam to go	2 weeks	None	1	
Laptops	3 weeks	None	1	

The maximum number of items any borrower may have checked out on their library card is 50 items.

All material must be returned undamaged. Library users are responsible for any damage (full or partial) incurred while items are checked out on their card. If a library card is lost or stolen it should be reported to the library immediately. Library users are responsible for ALL activity on their card until it is reported lost or stolen.

Notification Preferences

Email Notification

Patrons who have signed up for email notification will receive an email notice for upcoming due dates, overdue items, holds arrived, holds cancelled.

Text Notification

Patrons who have signed up for text notification will receive an email notice for upcoming due dates, overdue items, holds arrived, holds cancelled.

Telephone Notification

Patrons who have signed up for telephone notification will receive a phone call for holds arrived.

Reserves

Reserve items will be held for 5 days on the hold shelf.

Renewals

Most library materials may be renewed for 3 additional loan periods provided there are no reserves or holds on the material(s). Material may be renewed in person, by telephone, or via the Internet. Individuals seeking to renew items must have their library card number when they call.