

I. PURPOSE

The Warrenville Public Library District's collection of materials is intended for the shared use of the community. Loan periods and limits help to ensure that all cardholders have the opportunity to access these resources. The WPLD Loan Periods, Limits and Renewals apply to all items checked out at the Library (regardless of the owning library), with the exception of OCLC Interlibrary Loans.

II. LOAN PERIODS & LIMITS

A. Loan Periods for WPLD and SWAN Materials checked out at WPLD

<u>2 weeks</u>	<u>4 weeks</u>
Mobile Devices	Books
Science Kits	Music CDs
Discovery Packs	Audiobooks
Puzzles	
Magazines	
DVDs	

B. Reference books and newspapers do not circulate.

C. Loan periods and limits may be established for special collections or materials that are temporarily in high demand.

D. Loan Periods for OCLC Interlibrary Loans are determined by the lending library.

III. RENEWALS

A. All items checked out at the WPLD, with the exception of OCLC Interlibrary Loans, will be renewed automatically up to 2 times, 2 days prior to the due date, if the borrower's account is in good standing and there are no holds on the items.

B. An autorenewal notice will be sent to each borrower with a valid email address.

C. Each renewal period will be the same as the initial loan period.

D. OCLC Interlibrary Loans items may be renewed up to one time upon the lending library's approval. The renewal loan period will be determined by the lending library.

IV. HOLD REQUESTS

A. WPLD members, and other registered borrowers can place items on hold:

- Through the Library catalog
- Through the SWAN Libraries app
- By calling the Adult or Youth Services Desk
- In person at either the Adult or Youth Services Desk

Limits may apply.

B. A hold notification will be sent via the borrower's preferred hold notice method when an item is ready for pick up.

C. An item will be held for 7 days after the hold is triggered for the item. Items not picked up within 7 days will be released back into circulation.

Policy Revision Log

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