

## CIRCULATION POLICY

It shall be the policy of the University Park Public Library District to have the Library Director determine the loan period for materials, reflecting the size of the collection and the demand for material.

All materials are circulated for 14 days with the exception of videos (see Video Policy) and inter library loans (determined by the loaning library).

Extended loans are available for vacations and other special circumstances. Patron should request at time of checkout.

### **Number of Items Loaned**

There is no limit on items except for videos.

### **Renewals**

- 1) Materials may be renewed twice, for a total of six weeks.
- 2) Materials may be renewed by telephone if patron can provide library card zebra number and material zebra numbers.
- 3) Materials with reserves may not be renewed.
- 4) Overdue materials may not be renewed until fines are paid.
- 5) Inter-library loan renewals depend on the loaning agency.

### **Reserves**

Patrons and reciprocal borrowers may reserve books. These requests will be filled in the order received.

### **Non-Circulating Material**

Loan of non-circulating reference material may be made at the discretion of the Library Director.

Adopted April 22, 1975, Revised November 19, 1985