

### 3.05 LENDING REGULATIONS

The Lending Regulations for the Library are listed below. These regulations will be reviewed annually by the library staff and a report forwarded to the Board incorporating any recommendations for change.

Exceptions to the regulations on checkout, loan period and renewal will be handled on an individual basis by the Patron Services Supervisor, or, in that person's absence, the Team Leader on duty after consulting with the Supervisor of the department from where the collection is housed.

At the request of Department Supervisors, and with the approval of the Library Executive Director, certain high-demand items, such as new items, may be given a shorter loan period for a specified amount of time, or may be subject to reserve restrictions.

An item 2-weeks overdue will restrict library card usage; at 45-days overdue an item is considered lost and billed at the Library's purchase price. A patron may purchase new, exact material as replacement. If lost material is returned within 60 days of date paid, a refund will be issued. Patron accounts will be sent to a collection agency when an item is 60 days overdue. A collection agency fee of \$10 may be incurred.

MATERIAL	Loan Period	Holds	Renewal	Restrictions *items with holds, not renewable	Vacation Loan	Fines
Most materials (exceptions listed below)	3 Week	Yes	Yes*	4 renewals (exceptions listed)	Yes	None
DVDs & Blu-ray; New	1 Week	Yes	Yes*	Limit 15 per card at a time	No	None
Early Learning Kit, Science Kit	1 Week	Yes	Yes	Limit 1 per NMDL card only at a time	No	None
eBooks	2 Week	Yes	Yes*	Limit 5 per NMDL card only at a time	No	None
Holiday CD/DVD/Blu-ray	1 Week	Yes	Yes		No	None
Hot Picks	3 Week	No	No	Limit 6 per NMDL card only at a time	No	None
Hotspot, Roku and Hotspot with Tablet Kit	3 Week	Yes	Yes*-1	Limit 1 per household at a time; NMDL card only; 1 renewal; Hotspots must be returned inside to Tech Desk	No	\$3/day; limit cost or \$30 whichever is less
Magazine	1 Week	Yes	Yes*		No	None
Niles Begin w/Books Bag	4 Week	Yes	Yes*	NMDL Teacher card only	No	None
Playaway Launchpad	3 Week	Yes	Yes*-1	Limit 2 per card at a time; 1 renewal	No	None
Quick Pick Magazine	1 Week	No	No		No	None
Reference material	Librarian's discretion	No	No		No	
Technology Equipment	1 Week	Yes	Yes*-1	NMDL card only; 1 renewal; must be returned to Tech Desk	No	\$3/day; limit cost or \$30 whichever is less
Video Game	1 Week	Yes	Yes*	Limit 10 per card at a time; holds for NMDL card only	No	None
Video Game Hot (adult video game)	1 Week	Yes	No	Limit 3 per NMDL card only; holds for NMDL card only	No	None

Adopted by the Niles Public Library District Board of Trustees 7.1.92 Revised 2.21.96; 10.16.96; 3.19.97; 10.15.97; 12.10.97; 10.21.98; 12.16.98; 3.17.99; 9.15.99; 10.20.99; 9.20.00; 11.15.00; 3.21.01; 8.24.01; 6.19.02; 8.21.02; 4.15.03; 5.21.03; 11.19.03; 4.21.04; 7.21.04; 7.18.07; 3.19.08; 6.18.08; 2.18.09; 4.21.10; 5.19.10; 5.25.10; 9.20.11; 2.22.12; 5.22.13; 5.21.14; 3.18.15; 8.19.15; 12.16.15; 7.20.16; 2.21.18; 3.20.19; 4.15.20; 2.16.22