

CIR-2

LOAN PERIODS AND CHECKOUT LIMITS

POLICY STATEMENT

The library allows customers with a valid Manhattan Public Library card in good standing to check out circulating materials for a defined period of time. The library establishes loan periods and limits on items in the library's collection in order to balance user needs and demands.

DEFINITIONS:

Loan period: The length of time that an item may be checked out to a library customer.

Checkout limit: The maximum number of items that an individual user may check out at one time.

Renewals: An extension of the original loan period.

Good standing: Accounts with less than \$10.00 in fees and no lost items.

REGULATIONS:

Loan periods and checkout limits

Loan periods and checkout limits may vary on different types of items based on popular demand and the number of items the library has in its collection.

Current loan periods, checkout limits, and renewal options for materials are:

| Checkout Limits and Loan Periods | | | |
|--|-------------------|-------------------|----------|
| items | loan periods | checkout limits | renewals |
| All Print Books- (including fiction, nonfiction, large type print, young adult, children's, and oversized. This includes all new and non-new materials, unless specified.) | 21 days | none | 3 times |
| Lucky Day (a selection of new best sellers) | 4 days | 2 per card | None |
| Blu-Rays | 14 days | 5 per card | 3 times |
| DVDs | 14 days | 10 per card | 3 times |
| Music CDs | 21 days | 10 per card | 3 times |
| Audio Books | 21 days | 10 per card | 3 times |
| Playaways | 21 days | 1 per card | 3 times |
| Current issues of magazines & all newspapers | remain in library | remain in library | None |
| Magazines—older issues | 14 days | 10 per card | 3 times |
| Story Kit and Discovery Packs | 21 days | 1 per card | 3 times |
| Video Games | 14 days | 2 per card | 3 times |

| | | | |
|-------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| Tablets | 14 days | 1 per card | 3 times |
| Interlibrary Loan items | Varies according to lending library | Varies according to lending library | Varies according to lending library |

Renewals

Most circulating materials may be renewed 3 times. See *Checkout Limits and Loan Periods* for renewal options. The renewal period is the same as the item's original loan period counting from the date the item is renewed.

Items may be renewed by telephone, by email, via chat/text, or through the library's online catalog. When customers request to renew items, but do not have access to their card numbers, staff must first verify their identity by asking them to verify their date of birth and address.

The library notifies customers about items coming due 3 days before the due date. This notification is a courtesy reminder. Patrons can choose to be notified via text or email. We do not send due date courtesy reminders via postal mail.

Items reserved for other customers may not be renewed.

Lost items may not be renewed.

Overdue notice

The library notifies customers on overdue materials as a courtesy. Customers may choose to be contacted by either email, text message, or printed mail notices. Notices are sent at 10, 21, and 35 days. The third notice is a bill for the replacement cost for the overdue item or items.

Items that are not returned to the library 35 days after the due date are placed in a "lost" status; at this time the "replacement cost" for the item and a \$5.00 processing fee are added to the patron's account. Accounts with lost items and processing fees of \$25 or more are turned over to a collection agency two weeks after the item is declared lost. (SEE POLICY CIR-5 CHARGES)

Reference Materials

Reference materials do not circulate. Rare exceptions may be granted at the discretion of the Associate Director, Learning and Information Services to loan materials for a few hours, overnight, or a week at the most. Consideration may be given based on demand, cost of the item and availability.