

**6B | Materials Lending****Revised:** 6/10/20**Purpose**

As a primary function of the Library, materials in the collection exist to be borrowed and will be lent to cardholders in good standing. See below for more information on the definition of “good standing.” Loan periods and other limitations exist to ensure demand can be met and as many cardholders and patrons can access the collection as possible. The information contained within this policy will be continuously posted and available to the public.

**Lending Periods**

Most items in the collection may be borrowed for three (3) weeks at a time, with the exception of:

- High-demand DVDs One (1) Week

Cardholders who are traveling or vacationing may request an extended lending period of four (4) weeks on up to ten (10) items that fall in the general three (3) week lending category.

Items received via interlibrary loan abide by the lending library’s loan rules.

Downloadable content will have varying lending periods, depending on the platform.

Several items in the collection are restricted to in-library use, including: newspapers, textbooks, and reference materials.

**Renewals**

Items can be renewed up to two (2) times by cardholders at the length of the original lending period. Items in high demand may not be renewable. Renewals on items received via interlibrary loan may be possible, depending on the lending library’s loan rules.

**Other Limitations**

From time to time items in a specific subject area or in a specific format experience extremely high demand and the Library reserves the right to establish additional lending restrictions as needed, including the lending periods and quantities.

### **Disclaimer**

The Roselle Public Library District assumes no responsibility for damage to equipment or other property resulting from the use of materials lent by the Library.

### **Definition of Good Standing**

Card accounts are in good standing if the following conditions are met:

- Fees and/or fines do not exceed \$10.00;
- Materials borrowed are not overdue;
- The account itself is valid and not expired; and
- No other blocks or restrictions have been placed on the account.

### **Related Policies:**

Interlibrary Loans  
Library Cards  
Fees and Fines  
Conduct / Code of Conduct

**Adopted:** 12/11/02

**Revisions/Reviews:** 2/12/20, 5/8/19, 9/14/16, 9/10/14, 9/11/13, 12/8/10, 9/8/10, 3/10/10, 4/13/05, 12/10/03

