

6B | Materials Lending**Revised:** 1/12/22**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 the Accounts in Good Standing policy (6D) for more information. 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

Items received via interlibrary loan will abide by the lending library's loan rules, including in-library use only.

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

Several items in the collection are restricted to in-library use, including: in-house laptop computers, newspapers, textbooks, and reference materials. From time to time specific items may be temporarily marked in-library use only.

Vacation Extensions

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.

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.

Adopted: 12/11/02

Revisions/Reviews: 6/10/20, 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

